



OFFICER EVALUATION SYSTEM

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The governing policy for this instruction is Air Force Policy Directive (AFPD) 36-24, *Military Evaluations*. This instruction provides procedures for implementing Air Force (AF) Evaluation Systems policy for the Officer Evaluation System (OES). It describes how to prepare, submit, and manage Air Force Forms 724A, **Field Grade Officer Performance Feedback Worksheet**; 724B, **Company Grade Officer Performance Feedback Worksheet**; 707A, **Field Grade Officer Performance Report**; 707B, **Company Grade Officer Performance Report**; 475, **Education/Training Report**; 709, **Promotion Recommendation**; 77, **Supplemental Evaluation Sheet**; and 78, **AF General Officer Promotion Recommendation**. It applies to all Regular AF, Air National Guard (ANG) and AF Reserve (USAFR) activities and officers. While the philosophy and intent of the OES pertain to the ANG and USAFR, modifications are necessary. Chapter 4 does not apply to ANG officers (except paragraph 4.17) or USAFR officers (except paragraph 4.18) who are not on the active duty list (ADL). This instruction also provides procedures governing evaluation of brigadier and major generals.

Agencies outside the Air Force Personnel Center (AFPC) may not publish supplements that change basic policies or merely duplicate the text of these instructions. All supplements initiated at Major Command (MAJCOM) level or below require HQ USAF/DPXOP and HQ AFPC/DPPPE approval before publication. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The AF Publications and Forms Management Programs--Developing and Processing Publications*. Send published copies of approved supplements to HQ USAF/DPXOP, HQ AFPC/DPPPE, and HQ AFPC/DPPPA. Field agencies must get HQ AFPC/DPPPE and SAF/AAIP approval before using locally created versions of the AF Forms prescribed by this instruction. Title 10, United States Code, Section 8013 is the basis for OES. The Privacy Act of 1974 affects this instruction. Disclosure of Social Security Numbers (SSN) by evaluators who are Air Force officers is mandatory and authorized by Executive Order 9397, 22 November 1943. Use the SSN to verify the identity of the evaluator for research and accountability. Privacy Act Statements are not required. Certain terms are commonly used to describe functions in this instruction. Attachment 1, glossary of abbreviations, acronyms, and terms lists these particular words. We advise you to review them before reading this document.

SUMMARY OF REVISIONS

This is the first publication of AFI 36-2402 which substantially revises AFR 36-10, *Officer Evaluation System*, 1 August 1988 and AFR 36-9, *General Officer Promotions and Evaluation System*, 1 February 1991. It deletes AF Form 71, **AF General Officer Effectiveness Report** and AF Form 777, **Reserve Promotion Recommendation**.

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Chapter 1

GENERAL CONSIDERATIONS

1.1. Forms Used in the OES and Restrictions on Their Use:

1.1.1. Forms Used:

1.1.1.1. Use AF Form 724A and AF Form 724B, to document the private communication between raters and ratees. (See chapter 2 for details).

1.1.1.2. Use AF Forms 707A and 707B, to document performance. (See chapter 3 for details).

1.1.1.3. Use AF Form 709 to assess performance-based potential and to recommend promotion from a senior rater (or in case of colonel ratees, from the head of the ML or

designated representative) to central selection boards. (See chapter 4 for details).

1.1.1.4. Use AF Form 475 to document periods when an officer is in education or formal training. (See chapter 5 for details).

1.1.1.5. Use AF Form 77 to cover gaps in performance, substitute for missing reports, etc. (See chapter 6 for details).

1.1.2. Guidance and Restrictions on Use:

1.1.2.1. See paragraphs 7.3, 7.4, and 7.6 for guidelines on who may see reports.

1.1.2.2. The Performance Feedback Worksheet (PFW) is a private communication between the rater and ratee.

1.1.2.3. You may use Officer Performance Reports (OPR), Training Reports (TR), and Letters of Evaluation (LOE) to provide information for promotion recommendation, selection, or propriety; selective continuation; involuntary separation; selective early retirement; assignment; augmentation; school nomination and selection; and other management decisions.

1.1.2.4. Use Promotion Recommendation Forms (PRF) for promotion purposes only.

1.1.2.5. PRFs that have been removed from the Unit Personnel Record Group (UPRG), Officer Command Selection Record Group (OCSRG), and Officer Selection Record (OSR) and stored on optical disk will not be used for the above purposes. Use these PRFs for historical, legal, and appeal purposes only.

1.2. Evaluator Accountability. Raters ensure officers they supervise receive performance feedback, to improve performance and contributions to mission accomplishment. In determining whether or not to record information on the OPR, evaluators should consider the following: the vast majority of Air Force officers serve their entire career with honor and distinction. Failure to document misconduct which reflects departure from the core values of the Air Force does a disservice to all officers competing for promotion. Additionally, evaluators must consider items listed below when assessing performance and potential and specifically mention them in evaluation reports when appropriate:

1.2.1. Adverse Information: Evaluators must document misconduct which reflects a disregard of the law, whether civil law or the Uniform Code of Military Justice (UCMJ). When making the decision to record adverse information in evaluation reports, evaluators should consider the impact of the misconduct on the Air Force mission and the Air Force as an institution; the relationship of the misconduct to the officer's duties; the grade, rank, assignment and experience of the officer; the number of separate violations and frequency of the misconduct, the consequences of the misconduct such as death, injury or loss of or damage to property; the existence of previous acts of misconduct; the existence of any other aggravating factors and the rehabilitative intent. Raters must consider making comments on evaluation reports when adverse actions such as Article 15 or Letters of Reprimand, Admonishment, or Counseling have been taken. If an officer is placed on the Control Roster during the reporting period, OPR comments and/or a referral OPR are strongly recommended. If an officer has been convicted by a court-martial, comment on that fact is mandatory on that officer's next OPR or TR. In those cases where the court-martial occurs after an officer is nonselected in the promotion zone, comment on the PRF is mandatory for the next promotion consideration.

1.2.2. Equal Opportunity and Treatment (EOT). The minimum expectation is fair and equal treatment of all and enforcement of the same behavior in subordinates. Evaluators must consider member's commitment to EOT when evaluating performance and making a promotion recommendation. The goal is to ensure fair, accurate, and unbiased evaluations to help ensure the best qualified officers are identified for positions of higher responsibility. Evaluation reports must reflect substantiated allegations of discrimination, to include sexual harassment, as prescribed in AFI 36-2701, *Social Actions Program*.

1.2.3. Weight Management Program and Fitness Improvement Training Program. Officers will meet established standards. Failure to progress satisfactorily in these programs reflects poorly on an officer and ordinarily has a negative impact on all who come in contact with him or her. Unsatisfactory progress should be documented on OPRs and TRs.

1.2.4. Internal Control. Officers must manage resources and ensure funds, property, and other government assets are protected against waste, loss, unauthorized use, or misappropriation. Comment about failures in inherent or assigned internal control responsibilities, or noteworthy accomplishments in improving internal controls. AFI 65-201, *Internal Management Controls Program*, provides specifics of the Internal Control Program.

1.2.5. Productivity. While related to internal management control, productivity gains are often a result of improved efficiency rather than establishing or administering policies. Productivity gains can have measurable monetary or manpower savings and are of significance to the Air Force. Give consideration to the ratee's achievements in implementing Defense Management Report principles and recommendations, taking into account the ratee's opportunity, or lack of opportunity, for such achievements. Many approved suggestions under the Air Force Suggestion Program fall in this category.

1.2.6. Occupational Safety and Health. Consider how commanders, managers, and supervisors discharge their responsibilities under AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*.

1.2.7. Security of Classified Information. Consider how well the ratee discharged security responsibilities. Comment on any action, behavior, or condition reportable under security regulations.

1.2.8. Awarding Contracts to Small Disadvantaged Business Concerns, Historically Black Colleges and Universities (HBCU), and Minority Institutions (Section 806, Public Law 100-180). If you rate an officer who holds a warrant as a contracting officer and who has the opportunity to increase the award of contracts to small disadvantaged business concerns, HBCUs, and minority institutions, you must consider the ratee's ability to increase awards.

1.2.9. General Accounting Office (GAO), Office of the Inspector General (OIG), and Air Force Audit Agency (AFAA) Audit Resolution. Document the degree of effectiveness in resolving disputed audit findings and recommendations in OPRs.

1.2.10. Acquisition and Management of Inventory Items (Section 323, Public Law 101-510). For people assigned to Inventory Control Points, consider their efforts to eliminate wasteful practices and achieve cost savings as prescribed in the Department of Defense (DOD) Inventory Reduction Plan.

1.3. Mandatory Comments:

1.3.1. For a referral OPR or TR, the evaluator must comment as required by paragraph 3.7. and specifically detail the behavior or performance which caused the report to be referred.

1.3.2. If the rater died, became incapacitated, was relieved from duty for cause, or removed from duties as an evaluator, so state in the OPR (see paragraph 3.3.2):

1.3.2.1 The rater's rater will state what happened to the rater in Section VI of the 707 A/B.

1.3.3. When an OPR rater or additional rater is also the reviewer, enter the statement "Rater (or Additional Rater, as appropriate) is also the Reviewer." in the comments area of section VIII of the OPR.

1.3.4. Explain any significant disagreement with a previous evaluator on an OPR. Significant disagreement is a change of any performance factor rating in section V or any statement that indicates obvious disagreement on the OPR. Two different evaluators can observe the same performance, but assess it differently. If that is the case, that's what the explanation should say. Unless the report is referral, limit comments to the space provided.

1.3.5. Although specific comments are not mandatory, evaluators must consider Regular Air Force (RegAF) augmentation (applicable only to officers on the active duty list).

1.3.6. Comments in section IV of the PRF are mandatory for in/above-the-promotion zone (I/APZ) eligible officers (figure 4.1) except on PRFs prepared to the grade of captain when the promotion opportunity is 100% and on PRFs prepared to the grade of Brigadier General when the overall recommendation in AF Form 709, Section IX, is "Promote." Final decision authority for including comments on BPZ officers remains with the senior rater. Comments are required on all PRFs with a "Do Not Promote this Board" recommendation, regardless of zone.

1.3.7. Comments relating to an officer's behavior are mandatory on OPRs, TRs, and the next PRF if an officer has been convicted by court-martial.

1.4. Inappropriate Evaluator Considerations. Do not consider inappropriate material in the performance evaluation process or include it in comments on any OES form. Do not consider, comment, or refer to:

1.4.1. Recommendations for promotion, except on the PRF. PRF promotion recommendations must be limited to the next higher grade.

1.4.2. Completion of or enrollment in professional military education (PME) or advanced academic education, except for officially recognized extraordinary achievement on the PRF.

1.4.2.1. See paragraph 4.22 for further guidance on writing PRFs on promotion-eligible colonels.

1.4.3. Do not include any reference to duty history or performance outside the current reporting period on OPRs, except as allowed in paragraph 1.4.5. Since performance in past jobs is relevant, raters may include it on PRFs.

1.4.4. Previous reports or ratings, except in conjunction with performance feedback sessions and as outlined in chapter 4 for promotion recommendation.

1.4.5. Events that occur after the closeout date. If an incident occurs between the time the report closes and the time it becomes a matter of record that is of such gravity it cannot be ignored, an extension of the close-out date may be warranted. HQ AFPC/DPPPEP (ANGRC/DP for ANG and HQ USAF/REP for AFRES officers) retains the authority to extend a closeout date; AFGOMO retains similar authority on AF Form 78 and AFDPO retains authority on OPRs for colonels. In no case will an extension exceed 59 days since a referral report may be prepared with 60 days supervision (table 3.1. rule 6).

1.4.6. Conduct based on unreliable information. Raters must ensure that information relied upon to document performance, especially derogatory information relating to unsatisfactory conduct or misconduct, be reliable and supported by substantial evidence. The rater should consult with the servicing staff judge advocate whenever any question exists whether this standard has been met. Raters should be particularly cautious about using information obtained from investigations, reviews by boards of inquiry (such as accident investigation boards) or any similar actions related to an officer that are not complete as of the close out date of the report. When it is determined that such conduct is appropriate for comment, reference should be made to the underlying performance, conduct or misconduct itself and not merely to the fact that the conduct may have resulted in a punitive or administrative action taken against the officer, such as a letter of reprimand, Article 15, court-martial conviction, etc. Should it be determined that an extension of the close out date might be warranted to determine if reliable information of unsatisfactory performance or misconduct has been established, refer to paragraph 1.4.5.

1.4.7. Any action against an officer that resulted in acquittal or a failure to successfully implement an intended personnel action (such as an unsuccessful separation action). This does not mean that evaluators cannot mention the underlying conduct or misconduct that formed the basis for the action. A determination as to the appropriateness of doing so should be made only after

consultation with the servicing staff judge advocate. A decision should be made to use such information only when evaluators can establish that the information is reliable and supported by substantial evidence. In any case, any punitive or administrative action taken against the officer in response to the conduct should not be referenced.

1.4.8. Confidential statements, testimony, or data obtained by, or presented to, boards under AFI 91-204, *Safety Investigations and Reports*.

1.4.9. Actions taken by an officer outside the normal chain of command that represent guaranteed rights of appeal (**EXAMPLE:** Inspector General, Air Force Board for Correction of Military Records, EOT complaints, and Congressional Inquiry).

1.4.10. A recommendation for decoration. You may include only those decorations actually approved or presented during the reporting period. The term decorations, as used here, applies to those for which a ribbon or medal is awarded and worn on the Air Force uniform. You may mention nominations for honors or awards such as "Outstanding Maintenance Officer."

1.4.11. Race, ethnic origin, gender, age, or religion of the ratee. Do not refer to these items when others could interpret such references as reflecting favorably or unfavorably on the person. You may use pronouns reflecting gender (e.g., he, she, him, her, his, and hers).

1.4.12. Reference to temporary or permanent disqualification under AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*. You may reference the behavior of the ratee that resulted in the action.

1.4.13. Drug or alcohol abuse rehabilitation programs. Focus on the behavior, conduct, or performance resulting from alcohol or drug use versus the actual consumption of alcohol or drugs. According to AFD 36-27, *Social Actions Program*, only competent medical authorities may diagnose alcoholism or drug addiction.

1.4.14. Past or future AF Form 709 reports or recommendations.

1.4.15. Performance as a member of a court-martial board, or a less than favorable evaluation because of the zeal with which the ratee served as a defense or respondent's counsel (see Article 37, UCMJ). This is not intended to inhibit an accurate portrayal of a counsel's competence in the representation of clients.

1.4.16. Family activities or marital status. Do not consider or include information (either positive or negative) regarding the employment, education, or volunteer service activities (on or off the military installation) of the officer's family, or reflect favorably or adversely on the officer based solely on marital status.

1.4.17. Prior events. Do not include events that occurred before a performance report unless it adds significantly to the evaluation report and has not been previously reported. Incidents from previous reporting periods concerning the character, conduct, or integrity of the ratee may continue to influence the performance or utilization of the ratee. Commanders and senior raters make the determination of what constitutes a significant addition.

1.4.18. An officer's decision to accept or decline aviator continuation pay.

1.4.19. For AF Form 709 purposes, senior raters and MLR members will only consider or refer to the officer's ROP, PIF, and conduct and performance based on the senior rater's personal knowledge or other reliable information about the officer's conduct and performance.

1.5. Responsibilities:

1.5.1. HQ AFPC/DPPPEP, Evaluation Programs Branch. Manages the OES for all active duty colonels and below (except brigadier general selectees) following policy provided by HQ USAF/DPXO. Send requests for deviations or waivers to procedures through channels to HQ AFPC/DPPPEP, 550 C Street West, Suite 7, Randolph AFB TX 78150-4709.

1.5.2. AFDPO, Air Force Colonel Matters Office. Manages OPRs, TRs, and PRFs for colonels on the active duty list.

1.5.3. AFGOMO, Air Force General Officer Matters Office. Manages general officer effectiveness reports and general officer promotion recommendations for generals on EAD.

1.5.4. HQ AFPC/DPAM, HQ AFPC Surgeon. Provides advice on reporting policy for officers within the health professions, in conjunction with HQ USAF/SGHP, Health Policy and Programs Division, Office of the Surgeon General, HQ USAF.

1.5.5. HQ USAF/HC, Air Force Chaplains. Provides advice on reporting policy for chaplains.

1.5.6. HQ USAF/JAX, Judge Advocate Career Management Division. Provides advice on reporting policy for judge advocates.

1.5.7. National Guard Bureau (NGB), The Director, Air National Guard (NGB/CF). Manages the OES for officers of the ANG. ANGRC/DP, 3500 Fetchet Ave, Andrews AFB MD 20331-5157

1.5.8. HQ USAF/RE, The Office of Air Force Reserve. Manages the officer evaluation system for USAFR officers not on the active duty list. HQ USAF/RE, 1150 Air Force, Pentagon, Wash DC 20330-1150.

Chapter 2

PERFORMANCE FEEDBACK PROCESS

2.1. Purpose. Raters use the Performance Feedback Worksheet (PFW) as a guide for the performance feedback sessions. These sessions and the form provide the means for a rater to tell a subordinate officer what is expected regarding duty performance and how well he or she is meeting those expectations. Documented feedback sessions do not replace informal day-to-day feedback.

2.1.1. Providing this information helps an officer improve performance and grow professionally. He or she may use the completed form as he or she desires.

2.1.2. The rater should keep a copy of the PFW to use in the preparation of the next OPR and subsequent feedback sessions.

2.1.3. The PFW is a private communication between the rater and officer and as such, the comments may not be reviewed by anyone other than the officer or introduced in any personnel action (such as a Letter of Reprimand or action under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*) unless first introduced by the ratee or the officer alleges he or she did not receive required feedback sessions or the sessions were inadequate.

2.2. Tracking Feedback Sessions. Unit commanders may establish procedures beyond those provided for in this chapter to check performance feedback compliance.

2.3. Who Requires a PFW:

2.3.1. These are mandatory for lieutenants through colonels (do not prepare when an officer is a captive, patient, prisoner, absent without leave [AWOL], etc., or for students receiving AF Forms 475 [table 5.1]). However, if any officer requests a feedback session, the rater will provide one within 30 days of receipt of the request provided 60 days have passed since the last feedback session.

2.3.2. TDY supervisors may complete PFWs. Do not send these PFWs to the rater. **EXCEPTION:** If an official change of reporting official to the TDY rater has been completed, performance feedback is required.

2.4. Guidance for Conducting Feedback Sessions. Feedback sessions will be conducted on a one-on-one setting. Conduct sessions by telephone only in unusual circumstances, such as when geographically separated, extended TDY, or otherwise impractical.

2.5. When to Hold Documented Feedback Sessions:

2.5.1. For officers on the Active Duty List, EAD ANG, and EAD Reserve officers:

2.5.1.1. Hold the initial PFW session within the first 60 days of supervision.

2.5.1.2. Hold the mid-course session midway between date supervision began and the projected OPR closeout (normally 180-210 days of supervision).

2.5.1.3. If the ratee is getting a Change of Reporting Official (CRO) OPR, hold the mid-course feedback session 60 days prior to the OPR closeout, if possible.

2.5.2. For Non-EAD ANG and Reserve officers:

2.5.2.1. A PFW is not required if action is pending under ANGR 36-014, *Administrative Discharge of Officers of the Air National Guard of the United States for Unfitness, Unacceptable Conduct in the Interest of National Security and Substandard Performance of Duty*.

2.5.2.2. If the ratee has arrived at the initial duty assignment, or has a CRO, then conduct the initial PFW session within the first 60 days of supervision (for USAFR officers, hold a PFW session within the first 60 days following a change in utilization field).

2.5.2.3. Hold midcourse PFW sessions for USAFR officers approximately 180 days after the initial session. Subsequent PFW sessions are held annually.

2.5.2.4. For non-EAD ANG officers, following the initial PFW session, hold the next and subsequent PFW sessions within 60 days after the OPR closeout date.

2.6. Responsibilities:

2.6.1. The Ratee notifies the rater and, if necessary, the additional rater if a required feedback session did not take place and requests the feedback session as needed.

2.6.2. The Rater:

2.6.2.1. Prepares for, schedules, and conducts feedback sessions according to paragraph 2.5 (avoid conflicts with TDY, leave, CRO, etc., when possible whether the rater received a PFW notice or not).

2.6.2.2. Provides realistic feedback to help the officer improve duty performance.

2.6.2.3. Documents feedback sessions that may result in administrative or judicial action since the PFW may not be introduced in such proceedings unless the ratee introduces it first.

2.6.3. The Additional Rater conducts performance feedback sessions when the rater is not available due to unusual circumstances or when the additional rater must assume the rater's responsibilities (paragraph 3.3.2).

2.7. The PFW Notice.

2.7.1. The rater receives a computer generated notice (Report on Individual Personnel [RIP]) about 30 days after supervision begins and again halfway between the time supervision began and the projected OPR closeout. Hold

feedback sessions within 30 days of receipt of the RIP if the session has not yet occurred. Failure to receive a feedback notice does not justify failing to hold a required session.

2.7.2. For ANG and USAFR Units, the Unit Personnel Office sends the PFW notice to the rater concurrently with the OPR RIP or upon initial assignment of the ratee. If the reason for the OPR is CRO, the new rater will receive the PFW RIP within 5 working days after the effective date of the change in rater. Hold the performance feedback session not later than 60 days after the OPR close-out date, initial assignment date, or effective date of change in rater.

2.7.3. Since the ratee shares the responsibility to ensure feedback sessions occur, the Military Personnel Flight (MPF) also sends a PFW RIP to the ratee, through his or her unit, 30 days after sending the RIP to the rater. For ANG and USAFR Units, both the rater and the ratee receive a PFW RIP at the same time. The UPO does not send follow-up notification.

2.7.4. For IMAs, the PFW RIP is sent to the supervisor's active duty MPF for forwarding to the supervisor. IMAs receive their copies through the mail.

2.7.5. The performance feedback notice must be signed and dated by the rater and ratee and then returned to the unit orderly room for file in the ratee's PIF.

2.8.1. The PFW is handwritten.

2.8.2. Duty performance is a fill-in-the-blank area where the rater outlines specific duties (specialty and assignment). These entries include the most important duties and correspond to the OPR, section III, Job Description, and section IV, Impact on Mission Accomplishment.

2.8.3. Six performance factors cover qualities and skills required of all officers and are the same as those listed on the OPR. The PFW has a behavior scale within each. The rater marks, on the continuous scale from "Needs Significant Improvement" to "Needs Little Improvement," for each behavior that applies to the officer. If a particular behavior is not applicable to what the officer does, the rater writes "Not applicable (N/A)." The comments sections provide space for factual, helpful performance feedback so ratees can improve their duty performance or define their professional development goals.

2.9. Disposition. The rater gives the completed PFW to the officer. The rater should keep a copy for personal reference. It is not an official part of any personnel record, except as stated in paragraph 2.1.3.

2.10. Failure of Rater to Conduct a Feedback Session.

A rater's failure to conduct a required or requested feedback session will not, of itself, invalidate any subsequent OPR or PRF.

2.8. Preparing the AF Form 724A/B:

Chapter 3

OFFICER PERFORMANCE REPORTING

3.1. Purpose. The OPR is a permanent record of an officer's performance over a specific period.

3.2. Evaluator Requirements:

3.2.1. The Rater:

3.2.1.1. Will be the first official in the rating chain serving in a grade equal to or higher than the ratee. Do not consider date of rank.

3.2.1.2. Assesses and documents what the officer did, how well he or she did it, and the potential based on that performance. The rater differentiates through an evaluation of Impact on Unit Mission, section IV; Performance Factors, section V; and Rater Overall Assessment in section VI.

3.2.1.3. Does not have the ratee write or draft any portion of his or her own OPR. However, the ratee is encouraged to provide the rater input on specific accomplishments.

3.2.2. Additional Rater:

3.2.2.1. Will be the second official in the rating chain, after the rater, serving in a grade equal to or higher than the rater and in a grade higher than the ratee. A colonel may be the additional rater for a colonel. The additional rater for health profession officers (AFSC 4XXX) on EAD

must be serving in a grade equal to or higher than the rater and ratee.

3.2.2.2. Assumes responsibility of the rater, if the rater has died, is missing in action, captured, detained in captive status, or incapacitated or when directed by the reviewer when the rater is relieved from duty for cause or removed from duties as an evaluator.

- Reports already prepared by a rater under these circumstances are work copies and may be reaccomplished unless they have become a matter of record.
- If the additional rater has insufficient knowledge to prepare the report for the required period of supervision, the MPF asks the MAJCOM or other activity to appoint someone else to serve as rater, provided another individual has sufficient knowledge of the ratee's duty performance for the required period of supervision.
- If no such rater can be designated, HQ AFPC/DPPPEB, AFDPO, the Air Reserve Personnel Center (ARPC/DSMO), or the National Guard Bureau (NGB) (ANGRC/DPA) authorizes filing an AF Form 77 in the ratee's records stating why a report could not be prepared for the period. HQ ARPC/DSMO,

6760 E. Irvington Place #4000, Denver CO 80280-4000

3.2.3. Reviewer:

3.2.3.1. For majors and below, must be at least a colonel or equivalent in a wing commander or equivalent position as determined by the ML.

3.2.3.2. For lieutenant colonels and colonels, is the first general officer (includes a brigadier general select occupying a funded brigadier general position) or equivalent in the rating chain. MLs determine equivalent civilian grades based on the responsibilities of that civilian position.

3.2.3.3. For ANG officers, lieutenant colonel and below, will be the wing or group commander. For a member assigned to a unit where there is no parent wing or group headquarters in-state, the state Adjutant General will establish an equivalent command-level review authority.

3.2.3.4. For ANG colonels and senior officers filling a wing or group, deputy commander, or geographically separated unit (GSU) commander position (where there is no parent wing or group headquarters within the state), the first general officer in the rating chain will review the OPR.

3.2.3.5. For non-EAD USAFR majors and below, will normally be a wing or group commander. HQ AFRES may deviate and assign senior rater levels as appropriate.

3.2.3.6. Assumes the responsibilities of the additional rater, in addition to reviewer duty, when the additional rater is relieved from duty for cause or removed from duties as an evaluator.

3.2.4. Number of Evaluators. OPRs will have three evaluators, unless the rater or additional rater is also the reviewer.

3.2.5. Removal of Evaluator From Rating Chain. This is not allowed if based solely on a rating disagreement.

3.3. Responsibilities:

3.3.1. The Rater. Must review any adverse information in the ratee's Personnel Information File (PIF) and any Unfavorable Information Files (UIF) before preparing the OPR.

3.3.2. The Additional Rater:

- Reviews the PIF and UIF and returns OPRs to the rater for reconsideration, if necessary, to ensure an accurate, unbiased, and uninflated report.
- Completes section VII of the OPR by concurring or nonconcurring with the rater and making comments.
- Assumes rater's responsibilities under the conditions listed in paragraph 3.2.2.1.

3.3.3. The Reviewer:

- Reviews the PIF and UIF and returns OPRs to the additional rater and rater for reconsideration to ensure an accurate, unbiased, and uninflated report.
- When appropriate, nonconcur with previous evaluators and makes comments.
- Approves unit mission descriptions.
- Directs additional rater to assume rater's responsibilities when paragraph 3.2.2.1 applies.

3.3.4. The UPO:

- Administers the unit performance report program for the commander.
- Sends OPR notices to the rater.
- Performs administrative review and returns OPRs for correction, if necessary, before sending them out of the unit.
- Provides technical assistance to the commander, evaluators, and ratees.

3.3.5. The Unit Commander or Appropriate Staff Officer:

- Manages the performance report program for the organization.
- Prepares and maintains the unit mission description.
- Determines the rating chain for assigned officers based on Air Force and ML policy. Rating chains which involve evaluators outside the ratee's parent ML require approval from the ratee's ML. All reviewers must be the designated senior rater for the ratee's Personnel Accounting Symbol (PAS).
- Ensure first time supervisors receive training in accordance with AFPC OES Training Plan. **NOTE:** All other supervisors are trained on an as needed basis.

3.3.6. The MPF:

- Administers the performance report program for all units serviced.
- Reviews OPRs for administrative accuracy and returns them for correction, if necessary.
- Provides technical assistance to unit personnel offices.
- Updates data to the Personnel Data System according to AFMAN 36-2622, *Personnel Data Systems and Users Manual*.
- Provides a copy of each OPR to the activity maintaining the OCSRG, and files OPRs (except those for lieutenants, non-promotion eligible captains, and colonels) and files OPRs in the UPRG.
- Processes original OPRs to the office of record (see tables 7.1, 7.2, and 7.3).

3.3.7. The ML and Their Servicing Personnel Activity:

- Manages the performance report program for their activity, and at their option, quality reviews OPRs, and returns them for correction.
- Files a copy of the OPR in the OCSRG (except for lieutenants and non-promotion eligible captains).
- Determines civilian equivalency for reviewer designations.
- Approves evaluators to be from a different ML than that of the ratee.
- Appoints Air Force Advisors.
- Appoints Acquisition Examiners and establishes OPR routing procedures when the examination is not accomplished within the existing rating chain.

3.3.8. HQ AFPC:

- Manages the performance report program Air Force-wide.

- Reviews selected OPRs for compliance with the policy directive and this instruction, and returns for correction, if necessary.
- Files the original OPR in Officer HQ USAF Selection Record Group (OSR) and transfers it to optical disk for file in the Master Personnel Record Group (MPerRG).

3.3.9. HQ ARPC:

- Manages the performance report program on non-EAD officers Air Force-wide.
- Reviews selected OPRs for compliance with the policy directive and this instruction, and returns for correction, if necessary.
- Files original OPR in the OSR at HQ ARPC and scans and stores on optical disk, if for file in the MPerRG.

3.4. When To Submit OPRs:

3.4.1. For officers on the active duty list and EAD ANG officers, see table 3.1.

3.4.2. For ANG officers not on EAD, see table 3.2.

3.4.3. For USAFR officers not on the active duty list, see table 3.3.

3.5. Who Requires OPRs:

3.5.1. EAD and non-EAD officers, except as noted below, in the grade of colonel and below (except brigadier general selectees), not being evaluated using AF Form 475 (paragraph 5.2).

3.5.2. Do not submit OPRs on:

3.5.2.1. USAFR officers in a nonpay status except those assigned or attached to a unit for training.

3.5.2.2. USAFR officers assigned to the 9016th Air Reserve Squadron, 9017th Air Reserve Squadron, 9035 Air Reserve Squadron, and the 9027 Air Reserve Squadron or officers in the 9020 Air Reserve Squadron, if their training is not being performed at their unit of attachment.

3.5.2.3. Non-EAD officers scheduled to transfer to the Retired-Reserve or Inactive Status List Reserve Section within 1 year of the closeout date of the OPR.

3.5.2.4. Officers in prisoner or appellate leave status.

3.5.2.5. USAFR officers twice deferred to the next higher grade.

3.5.3. Retirement represents a change in rating official. A report is mandatory unless all of the following conditions apply:

3.5.3.1. The retirement date is within 1 year of the projected closeout date of the report.

3.5.3.2. The officer's record will not be considered for promotion, selective continuation, or selective early retirement by a HQ USAF central selection board before retirement.

3.5.3.3. Retirement is not withdrawn. (**NOTE:** An OPR is due if the officer is permitted to withdraw his or her retirement. The closeout date will be the date of official retirement withdrawal, provided the rater has or as soon as

the rater has 120 calendar days of supervision. The reason for the OPR is annual.)

3.5.3.4. See table 3.1, rule 2, note 5, for special provisions for OPRs required as a result of pending separation.

3.6. Processing OPRs:

3.6.1. OPR Notice:

3.6.1.1. For EAD officers and non-EAD officers assigned to AF Reserve (AFRES) units, the MPF forwards two copies of the notice to the rater, through the UPO. The UPO and MPF will resolve incorrect entries. A copy of the OPR notice is forwarded with the OPR through the rating chain, and to the MPF.

3.6.1.2. ANG Consolidated Base Personnel Offices (CBPO) send one copy of the OPR notice to the rater, one copy to the ratee, and maintain one copy in suspense.

3.6.1.3. For non-EAD USAFR officers assigned to PAS 96XXXXXX, the Reserve MPF sends two copies of the OPR notice to the rater's servicing MPF, who in-turn forwards one copy of the notice to the rater and maintains a suspense copy.

3.6.1.4. Be sure that the OPR notice, any LOEs that closed during the period of the report, and any referral correspondence accompany the OPR through the rating chain.

3.6.2. Do not include any matrix, fact sheets, career briefs, background sheets, or documents that contain OER indorsement history, OER or OPR rating history, previous PRF recommendations, promotion eligibility, duty history, PME and academic education levels, Officers' Club membership, marital status, family activities, etc., with the notice.

3.6.3. Routing of OPRs:

3.6.3.1. For non-EAD officers, route OPRs according to table 3.4.

3.6.3.2. For EAD officers (when the reviewer has completed the OPR), return it to the ratee's MPF for administrative review, data update, and file.

- Personnel activities serving MLs may modify this routing with the concurrence of the ML.
- MPFs do not maintain copies of OPRs on colonels. MLs and other activities that send colonel OPRs directly to AFDPO or HQ ARPC/DSMO notify the ratee's MPF of the closeout and dispatch dates.

3.6.4. Suspenses:

3.6.4.1. Completed OPRs on EAD officers are due to the MPF no later than 30 days after closeout.

3.6.4.2. Do not suspense or require raters to complete an OPR any earlier than 5 duty days after the report closeout. If the rater is not available, extend the suspense.

3.6.4.3. OPRs on EAD officers are due to HQ AFPC/DPPBR3 (AFDPO for OPRs on colonels and colonel selectees), to MAJCOM (copy) no later than 60 days after closeout, and to HQ ARPC/DSMO no later than 90 days after closeout. HQ AFPC/DPPBR3, 550 C Street West Suite 5, Randolph AFB TX 78150-4707.

3.6.4.4. Send OPRs on non-EAD USAFR officers to the MPF no later than 60 days after closeout and to HQ ARPC/DSMO no later than 90 days.

3.6.4.5. Send OPRs on USAFR officers assigned to individual programs to HQ ARPC/DPMPE-1 no later than 45 days and to HQ ARPC/DSMO no later than 90 days after closeout. HQ ARPC/DPMPE-1, 6760 E. Irvington Place #3800, Denver CO 80280-3800.

3.6.4.6. Send OPRs on non-EAD ANG officers to the MPF 30 days after, to state headquarters 60 days after, and to HQ ARPC/DSMO no later than 90 days after closeout.

3.6.4.7. Forward OPRs directed by HQ USAF under table 3.1, rule 4, or table 3.3, rule 12, to arrive at HQ AFPC/DPPBR3, AFDPO, or to HQ ARPC/DSMO respectively, by the suspense date established in the directing letter or message.

3.6.4.8. Send all OPRs directed by HQ USAF on USAFR officers assigned to individual programs to HQ ARPC/DPMPE-1 by the suspense date established in the directing letter or message.

3.6.4.9. Forward all OPRs in a sealed envelope clearly marked OFFICER PERFORMANCE REPORT - TO BE OPENED BY ADDRESSEE ONLY.

3.7. Referral Report Procedures. Referral procedures give the ratee an opportunity to comment on items that make a report referral before it becomes a matter of record. Refer a report using the letter in figure 3.1 as a guide:

3.7.1. Refer an OPR when:

3.7.1.1. An evaluator marks "Does Not Meet Standards" in any performance factor in section V.

3.7.1.2. Any comments in the OPR, or the attachments, refer to behavior incompatible with standards of personal or professional conduct, character, or integrity.

- These include: Omissions or misrepresentation of facts in official statements or documents, financial irresponsibility, mismanagement of personal or government affairs, unsatisfactory progress in the Weight Management Program or Fitness Improvement Training Program, confirmed incidents of discrimination or mistreatment, illegal use or possession of drugs, AWOL, and conviction by court martial.

3.7.1.3. If, after referral, a subsequent evaluator upgrades the ratings or comments so the conditions defined in paragraphs 3.7.1.1 or 3.7.1.2 no longer apply, the report is no longer referral. However, retain referral correspondence with the OPR.

3.7.1.4. If after referral, a subsequent evaluator upgrades ratings or comments, and the conditions defined in paragraphs 3.7.1.1 or 3.7.1.2 still exist, the nonconcur block is marked and comments are made in support of the disagreement in the ratings or comments.

3.7.2. Who Refers a Report. An evaluator whose ratings or comments cause a referral report, or any subsequent evaluator who believes an entry or comment made by a previous evaluator causes a referral report, refers the report

to the ratee. Once referred, the report is not referred again unless an evaluator adds new comments of a referral nature.

3.7.3. The referring evaluator:

3.7.3.1. Sends a copy of the report by memo (see figure 3.1) to the ratee. The evaluator named in the referral memo is the next official in the rating chain. Hand-deliver the memo, or for a geographically separated ratee, send it by certified mail with "return receipt requested."

3.7.3.2. Sends the original of the report with a copy of the referral memo to the evaluator named in the letter.

3.7.3.3. An additional rater or reviewer who decides to refer a report due to a rating or comment made by a previous evaluator, refers it to the ratee before completing his or her portion of the report. The referral memo will request the ratee provide return comments to him or her; upon receipt of these, the evaluator completes his or her portion of the report (see paragraph 3.7.5).

3.7.4. The ratee:

3.7.4.1. Acknowledges receipt of the referral memo in the space provided.

3.7.4.2. May provide comments about the report and indorses the referral memo. Additionally, the ratee:

- May ask the MPF career enhancement section to provide guidance in preparing this indorsement.
- Limits the indorsement and pertinent attachments to a total of ten pages. These may not reflect on the character, conduct, integrity, or motives of an evaluator unless fully substantiated and documented. These become part of the OPR filed in the personnel record.

3.7.4.3. Sends the OPR and the indorsed referral memo to reach the evaluator named in the referral memo no later than 10 (30 for non-EAD officers) calendar days after receipt of the referral memo. The ratee may hand-deliver the memo or use certified or registered mail, if geographically separated. The ratee may request more time from the evaluator named in the referral memo.

3.7.5. The evaluator named in referral memo:

3.7.5.1. Considers the ratee's comments, if provided (as should any subsequent evaluator).

3.7.5.2. Includes the statement "I have carefully considered (ratee's name) comments to the referral memo of (date)" in the OPR, if ratee provides comments (subsequent evaluators do not enter this statement).

3.7.5.3. If the ratee does not forward comments within the time stipulated (plus mailing time and any approved extensions), the evaluator prepares an indorsement to the report which includes the statement "Comments from the ratee were requested but were not received within the required period." He or she then sends the OPR through normal processing.

3.7.6. When the Reviewer has caused the OPR to be Referred: The next evaluator in the rating chain as named in the referral memo will, on receipt of the ratee's comments, prepare an indorsement to the OPR on an AF Form 77. If the evaluator does not concur with the ratings of the reviewer, the indorsement will so state. When the

evaluator named in the referral memo disagrees with one or more of the reviewer's ratings in section V, Performance Factors, he or she initials the appropriate block or, if the block already contains initials or an X, initials to the right of the appropriate block.

3.7.7. Placement of Comments. Both the evaluator who causes the referral OPR and subsequent evaluators may continue comments on an AF Form 77 (each evaluator uses a separate form).

3.7.8. The MPF will return OPRs for reaccomplishment when they contain comments such as "Due to a recent off-duty incident, this officer's potential is limited." Such comments do not explain the incident and require a full explanation of the behavior requested. Evaluation reports will not make reference to Article 15 actions, civil or court-martial convictions, or any other punitive or administrative actions without making reference to the underlying conduct that led to the action. For example, an OPR should not contain the comment that "Major Lee received an Article 15 during this period." Instead, the underlying conduct should be cited with the resulting action included. **EXAMPLE:** "During this reporting period, Major Lee committed a theft from the Base Exchange for which he received Article 15 punishment." For questions involving the appropriateness of commenting on actions taken in response to misconduct, raters should consult the servicing staff judge advocate or MPF.

3.7.9. In cases where the rater of a referral report is a MAJCOM or unified commander (e.g., CINCUSTRANSCOM) where no subsequent evaluator exists within that organization to review the report, the OPR should be referred to the Vice Chief of Staff of the Air Force. The Vice Chief of Staff clearly understands the Air Force's Officer Evaluation System and is in an appropriate position to evaluate the report. The Vice Chief of Staff ensures the member's administrative appeal of referral report is given due process and receives an independent and fair hearing.

3.8. Air Force Advisor Program:

3.8.1. When the designated reviewer is not an Air Force officer or Department of the Air Force (DAF) official (except when the ratee is a non-EAD ANG officer), an Air Force advisor is designated to advise evaluators on matters pertaining to Air Force OPRs.

3.8.1.1. Normally, the senior Air Force officer (colonel or higher) on duty with the activity or agency assumes this position. However, the ML may designate any Air Force colonel or above with the activity or agency to serve as advisor.

3.8.1.2. Where an agency has only one Air Force officer assigned, or where it is not appropriate for an assigned

senior Air Force officer to serve as advisor, the ML for that activity appoints an Air Force colonel or above to serve as advisor.

3.8.2. The advisor may make comments regarding the officer's duty performance on an AF Form 77 according to figure 6.1 for attachment to the OPR. Otherwise, the advisor must record his or her examination in Section IX. The advisor will not change any statement or rating on the OPR.

3.8.3. An advisor will have knowledge of the ratee, be higher in grade than the ratee, and be equal to or higher in grade than the reviewer on the OPR.

3.8.4. The advisor sends the OPR to the ratee's MPF career enhancement section.

3.9. Acquisition Examiner Program:

3.9.1. The Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 requires OPRs for officers serving in certain acquisition positions to be examined and/or commented upon by a person in an acquisition position in the same acquisition career field.

3.9.2. The Acquisition Examiner is someone in the ratee's existing rating chain, provided they meet the criteria in paragraph 3.9.1. If no one in the rating chain meets the criteria, an officer in the minimum grade of colonel/captain (USN) or civilian equivalent accomplishes the examination. The appropriate authority (as determined by MLs) appoints this Examiner and the ML establishes OPR routing procedures. Dialogue among evaluators and the appointed Examiner is encouraged throughout the evaluation process. This Examiner, outside the rating chain, accomplishes the acquisition examination after the entire rating chain has completed the OPR.

3.9.3. When an evaluator in the existing rating chain accomplishes the acquisition examination, the evaluator will reflect this examination in Section IX.

3.9.4. An appointed Examiner outside the existing rating chain accomplishes the examination as in paragraph 3.9.3 except when he or she chooses to comment about the officer. Comments are not mandatory, but if desired for clarification about acquisition-related considerations, prepare an AF Form 77 according to figure 6.1 for attachment to the OPR. The Examiner will not change any statement or rating on the OPR.

3.9.5. When accomplishment of the acquisition examination within the rating chain is not possible, the ML will establish OPR routing procedures.

3.10. Detailed Instructions for Completing AF Forms 707A and 707B. See figure 3.2.

Figure 3.1. Sample Referral Memorandum.

(date)

MEMORANDUM FOR (Ratee)

(Ratee's functional address)

FROM: (functional address symbol and complete functional address)

SUBJECT: Referral Officer Performance Report

I am referring the attached (Officer Performance Report or Education/Training Report) to you according to paragraph (indicate AFI 36-2402, *Officer Evaluation System*, paragraph 3.7 for OPRs or paragraph 5.4 for TRs). It contains comment(s)/rating(s) that make(s) the report a referral as defined in AFI 36-2402, paragraph 3.7. Specifically, (specify why the report is being referred).

Comment on the report by indorsement to this memo and sign in reproducible ink. Send the report and your indorsement to reach (name and address of next evaluator) not later than 10 calendar days (30 for non-EAD officers) from the date you receive this letter. If you need additional time, request an extension from the individual named above. You may submit attachments (limited to ten pages), but they must directly relate to the reason the report was referred. Pertinent attachments will remain attached to the report filed in the personnel record. Your indorsement and any attachment you include may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you fully substantiate and document the remarks. Contact the MPF career enhancement section if you require any assistance in preparing your reply to the referral report.

If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review of the report under AFI 36-2401, *Correction of Airman and Officer Evaluation Reports* once the report becomes a matter of record as defined in AFI 36-2402, attachment 1.

(signature)

(typed name, grade, branch of service)

(title)

Receipt acknowledged on _____.

(ratee's signature)

Attachment:

1. (AF Form 707A/707B/475 closing _____)

Figure 3.2. Detailed Instructions for Completing AF Forms 707A and 707B.

L I N E	A	B	C
	To Complete		Instructions
	Sec	Item	
1	I		See OPR notice for ratee identification data. If any data is incorrect, notify the UPO and MPF for computer correction.
2		1	Enter last name, first name, MI, and Jr., Sr., etc. If there is no middle initial, use of NMI is not mandatory. The name may be all upper case or a combination of upper and lower case.
3		2	Enter SSN. Suffix is optional.
4		3	(See notes 1, 2, and 3 for differences between EAD, Non-EAD ANG and USAFR, and Stat Tour officers.)
5		4	Enter the DAFSC held as of the "Thru" date of the report to include prefix and suffix.
6		5	If the information on the OPR notice is incorrect, for either the from or through dates, use table 3.5 to determine this date.
7		6	Enter number of days supervision. (See notes 4, 5, and 6 for variances for EAD, Non-EAD ANG, and Non-EAD USAFR).
8		7	Enter reason for report from OPR notice and as determined by tables 3.1, 3.2, or 3.3.
9		8	Organization nomenclature does not necessarily exactly replicate the OPR notice. The goal is an accurate description of where and to whom the officer belongs. (See notes 7, 8 and 9 for variances for EAD, Non-EAD ANG and Non-EAD USAFR officers.) Refer to AFR 700-20, volume I, ADE OR-265 for abbreviations.
10		9	Enter PAS code of ratee's assigned unit on the closeout date of the OPR.
11	II		Provides a description of primary unit responsibilities (e.g., what it is, does, and to whom it is responsible), and is the same for all members of a unit. Limit to four lines. (See note 10.)
12	III		This section provides information about the position the ratee held in the unit and the nature/level of job responsibilities. The rater develops the information for this section. Do not include classified material (paragraph 7.2). Begin entries to the right of the respective titles on the form. If the duty title extends to a second line, begin the description of key duties, tasks, and responsibilities immediately following the duty title. Limit to six and two-thirds lines.
13		1	Enter the approved duty title on the closeout date. AFMAN 36-2622 has further guidance on duty title construction.
14		2	The description of key duties, tasks, and responsibilities must reflect the uniqueness of each ratee's job and not be standardized. Be specific--include level to which responsible, number of people supervised, dollar value of resources accountable for/projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references--these obscure rather than clarify meaning. You may mention significant additional duties related to mission accomplishment and previous jobs held during the period of the report which impact on the evaluation.
15	IV		Use bullet format. Address only primary duty responsibilities and tasks assigned the ratee during the reporting period that contributed to, or detracted from, unit mission. You may also address the ratee's ability to evaluate and develop subordinates here. Do not include duties not directly related to mission accomplishment or civic involvement (unless dealing with the public was a primary duty). Do not make recommendations here. Each item entered must document a specific responsibility or task and result: what the ratee's done and how well he/she performed. You may mention the impact of other jobs held or significant mission related additional duties. Use bullet format with no more than three lines per bullet. Limit this section to nine lines. (See note 11.)

(Figure continued on next page)

L I N E	A	B	C
	To Complete		Instructions
	Sec	Item	
16	V		This section has six factors rated on a two-block scale. All officers require these qualities in performance of duties regardless of specific job. Enter a handwritten X in the appropriate box for each factor after carefully evaluating the officer's performance and qualities. A "Does Not Meet Standards" rating or referral remark requires an explanation (paragraph 3.7).
17	VI & VII	Rmk	These sections allow evaluators to comment on the ratee's overall performance and performance-based potential as compared to others in the same grade known by the evaluators. Raters must also certify performance feedback in this area. Base comments on performance, not on other considerations, such as PME, academic education, duty history, etc. (see paragraph 1.4 for inappropriate considerations). Do not mention or hold against or in favor of the ratee whether he or she has or has not been selected for, completed or is working on PME or an advanced degree. Additionally, do not make promotion recommendations. However, recommendations to select for a particular assignment, PME, augmentation, continuation, or indefinite reserve status are appropriate, as are remarks about community involvement and additional duties. Evaluators must consider RegAF augmentation (applicable only to officers on active duty). Limit comments to the space provided unless the OPR is referral. (See notes 12 and 13 for mandatory requirements for each section). (Limit Section VI to nine lines; Section VII to five lines).
18	VIII	Rmk	The reviewer is the primary quality control level and guards against misstatement and exaggeration. The reviewer indicates concurrence or nonconcurrence with the additional rater by placing an "X" in the appropriate box. See note 14 for the three circumstances where the reviewer may add comments.
19	VI, VII,		Evaluator Identification: For raters, enter the information as of the closeout date of the OPR. For additional raters, enter information as of the date signed. Multiple general officers serving as evaluators are prohibited (paragraph 3.2.3.2).
20	VIII	Data	Enter name, grade in which serving or "Brig Gen (S)" (if the evaluator is a brigadier general select occupying a funded brigadier general position), branch of service (military officers and DAF civilians only), organization, command of assignment, and location. If non-EAD ANG, also show state of affiliation and gaining MAJCOM. (See notes 1 and 15)
21		Duty Title	Do not include command level unless it is an integral part of the duty title.
22		SSN	A social security number is required unless the evaluator is a civilian or a member of another US Service.
23		Sign	Sign the original and enter the date report was actually signed. Do not sign or date the report before closeout. Do not sign or date a report earlier than the date the previous evaluator signed it or earlier than the date of a ratee's indorsement to a referral letter.

NOTES:

1. Officers on EAD (other than stat tour officers). Enter the Active Duty (AD) grade in which serving on closeout date. If an officer has been "frocked," enter his or her actual grade unless the officer is serving in a funded billet and the ratee is a lieutenant colonel or above.
2. Non-EAD ANG and USAFR Officers. Enter grade in which serving and NON-EAD.
3. Statutory Tour Program officers on EAD Under Title 10, U.S.C., Sections 8033, 10211, 10305, 12310 and 12402 or Title 32, U.S.C., Section 708 (Property and Fiscal Officers). Enter grade in which serving and "Stat Tour."
4. Officers on EAD. Enter the number of days the rater supervised the ratee during the reporting period. If the OPR is being written by a rater appointed by the MAJCOM or other activity as defined in paragraph 3.2.2, enter the number of days for which the evaluator has personal or written knowledge of the ratee's duty performance during the reporting period. From the period of supervision, deduct all periods of 30 or more consecutive calendar days during which the ratee did not perform duty under the supervision of the rater due to TDY, leave, travel, patient status, etc., of the ratee or rater. This does not include periods of "loan" to another section or organization when TDY orders are not published. If the additional rater assumes the rater responsibilities under paragraph 3.2.2, enter the number of days the additional rater supervised the ratee.

(Notes continued on next page)

5. Non-EAD ANG Officers. Enter the number of days of supervision under the rater during the reporting period. If the OPR is being written by a rater as defined in paragraph 3.2.2, enter the number of days the evaluator had personal or written knowledge of the duty performance of the ratee during the reporting period. Deduct from the period of supervision all periods of 30 or more consecutive days during which the ratee did not perform duty under the immediate supervision of the rater due to AD, AD for training, or formal training. For example, the number of days supervision for a ratee assigned to a rater for a calendar year is 365, not the sum of unit training assembly (UTA) and field training days.
6. Non-EAD USAFR Officers. Enter the number of days of supervision under the rater during the reporting period. Deduct from the period of supervision tours of AD under other than the designated rater for which there is an LOE. For example, if preparing an OPR to cover the period from 1 July to 31 December and the rater was first so designated on 1 Sept and served in this capacity without a break to 31 December, and the ratee reported for training and duty a total of 27 days from 1 September to 31 December, then the period of supervision is 121 days not 27 days. The rater is responsible for the accuracy of the number of days supervision entry.
7. EAD Officers. Enter ratee's assigned organizational designation, MAJCOM, and location on the closeout date (if classified see paragraph 7.2). If the officer performed duty in an organization other than as indicated by a translation of the PAS code, enter "with duty ..." to indicate the organization where the officer actually performed duty. Do not enter an activity the officer is dual-hatted within this section. Mention it in the job description or elsewhere in the report.
8. Non-EAD ANG Officers. Enter organizational designation, MAJCOM, state affiliation, and location; **EXAMPLE:** 190th Air Refueling Group (Hvy) SAC, Forbes Field, Topeka, Kansas, KS ANG.
9. Non-EAD USAFR Officers. Enter organizational designation, MAJCOM, and location of assignment and if applicable, organization and location of attachment; **EXAMPLE:** 9019 ARS (ARPC) 6760 East Irvington Place, Denver CO 80280 W/Atch unit at 12 FTW, Randolph AFB TX.
10. The unit mission description is normally for the organization in section I, item 8, of the OPR. However, the unit mission description may be for an activity within that organization or for a higher level organization if it more accurately portrays the activity in which the officer performs duty. When the unit mission description does not correspond to the unit in item 8, clearly describe its mission. **EXAMPLE:** "The mission of the MWRS Division is to". For students, describe the purpose of training. For classified information, enter "classified."
11. Special Cases for Section II, Section III, and Section IV. In unusual cases, all entries in these sections may not directly relate to each other or agree with the information on the OPR notice. Use judgment to ensure the report properly communicates what the officer actually did and was responsible for. If the evaluator requires additional space to ensure the report accurately communicates, explain the circumstances in section VI.
12. Comments are mandatory. The rater certifies by signing the OPR and providing a date, that required feedback sessions were held. If feedback sessions were not held, the rater explains in the block provided. (Limit this explanation to three lines.) For students who are DGs, the rater enters the criteria for the award in section VI. Also enter the reason an individual did not complete a course in section VI (figure 5-1, section II, item 4). Sections VI and VII should further explain the reason for noncompletion of a course and include comments required by figure 5.1, section III. Rater's overall assessment is limited to nine lines.
13. Comments are mandatory, and must convey additional accomplishments related to unit mission, potential based on performance, and other explanations and recommendations. The additional rater may mark the nonconcur block and show disagreement with a "Performance Factor" rating by initialing a different block, or show disagreement with the rater's overall narrative assessment by stating the change in the section VII narrative. Limit to five lines.
14. Three circumstances when comments may be added: 1) When the reviewer disagrees with the evaluation, the additional rater and rater are first given an opportunity to change the evaluation. The additional rater and rater will not change their evaluation just to satisfy the reviewer. If the evaluation remains unchanged and the reviewer still disagrees, the reviewer marks the nonconcur block and states why he or she disagrees in the space provided. The reviewer shows disagreement with a "Performance Factor" rating by initialing a different block; 2) When the reviewer is also the rater or additional rater (paragraph 1.3.3), then place comments in section VI or VII, as appropriate, depending on whether the reviewer is also the rater or additional rater. Do not place comments in section VIII; 3) When the report is referral.
15. Do not enter classified information in any section.

Table 3.1. When to Prepare OPRs on Officers on the ADL and on EAD ANG Officers.				
R U L E	A	B	C	D
	If the ratee is	and	and supervision period was	then write report and enter reason as
1	a lieutenant thru colonel (see notes 1 and 2)	1 year has passed since closeout date of last OPR or TR from school of 20 weeks or more	120 calendar days	annual (see note 3).
2		rater changes (see note 4), officer departs PCS to school, or officer is separating (see note 5)	120 calendar days	CRO (see note 5).
3		determination of appropriateness of action under AFI 36-2907, 36-3206, or 36-3207 is needed, ratee's performance or conduct is unsatisfactory or marginal and a special report is appropriate	120 calendar days (60 calendar days if entering or completing a period of observation on the control roster)	directed by (MAJCOM, wing, group, squadron, etc.) commander.
4		special report is directed by HQ USAF (see note 6)	as directed	directed by HQ USAF.
5		ratee has been declared missing in action (MIA), captured, or detained in captive status	see note 7	
6		a referral LOE has been written or an LOE would contain referral comments if written (see note 8)	60 calendar days	

NOTES:

1. If ratee is attending training or education, see chapter 6.
2. Colonels selected for promotion to Brigadier General receive reports according to chapter 9.
3. If a CRO occurs after the annual date has passed but before the 120-day supervision period, the minimum period of supervision is reduced to 60 days.
4. Do not confuse change of rater with change of supervisor. The home station commander may authorize a change of reporting official to the TDY location if all the following conditions are met:
 - Someone at the TDY location can perform normal rater duties, and the rater's rater meets the requirements of paragraph 3.2.2.
 - The change has been approved by the home station and TDY unit commander. (ML must approve intracommand changes.)
 - The home station commander assigns a new rater when the TDY ends.
 - The senior rater matched to the ratee's home station PAS code must perform reviewer duties.
5. CRO includes separation from EAD. However, no report is mandatory when:
 - Separation is by voluntary resignation and/or discharge in lieu of further action under AFI 36-3206 or court-martial. (**NOTE:** The report is mandatory following court-martial conviction.)
 - Separation is by involuntary discharge or release from active duty under AFI 36-3206.
6. HQ AFPC/DPPPEB and AFDPO retain the authority to direct reports under this rule. Special reports covering outstanding performance of duty are not permitted under this rule.
7. Do not prepare reports for periods of MIA, captured, or detained in captive status of less than 15 calendar days. If the ratee remains in one of these categories for 15 calendar days or more, prepare a report under this rule without regard to the number of days supervision. Close the report on the day the ratee was placed in MIA, captured, or detained in captive status. These reports are as directed by HQ AFPC/DPPPEB.
8. If the current rater does not consider the referral comments in an LOE to be serious enough to warrant permanent recording, an OPR will not be prepared.

Table 3.2. When to Prepare OPRs on ANG Officers Not on EAD.				
R U L E	A	B	C	D
	If the ratee is	and	and supervision period has been at least	then write report and enter reason as
1	a lieutenant thru colonel (see note 1)	1 year has passed since closeout date of last OPR or TR	120 calendar days	annual.
2		rater changes or officer departs PCS to school (see notes 1, 2, 3, and 4)		CRO.
3		determination of appropriateness under ANGR 36-014, or ratee has performed in an unsatisfactory or marginal manner, or the ratee has demonstrated undesirable characteristics and a special report is appropriate		directed by (Chief, NGB; Office of the Adjutant General; group or wing commander).
4		NGB directs the report	as directed	directed by Chief, NGB.
5		ratee has been declared MIA, captured, or detained in captive status (see note 5)		directed by HQ USAF.
6		a referral LOE has been written (see note 6)	60 days	directed by Chief, NGB.

NOTES:

- Colonels selected for promotion receive reports according to chapter 9.
- If ratee is serving on an AD tour of at least 120 calendar days, AD supervisor prepares the report.
- Do not confuse change of rater with change of supervisor.
- A report is prepared on officers discharged from the ANG and reassigned to ARPC unless paragraph 3.5 applies.
- Do not prepare reports for periods of MIA, captured, or detained in captive status of less than 15 calendar days. If the ratee remains in one of these categories for 15 calendar days or more, prepare a report without regard to the number of days supervision. Close the report on the day the ratee was declared MIA, captured, or detained in captive status or as directed by HQ USAF.
- If the current rater does not consider the referral comments in an LOE to be serious enough to warrant permanent recording, an OPR will not be prepared.

Table 3.3. When to Prepare OPRs on USAFR Officers Not on the Active Duty List (See note 1).					
R U L E	A	B	C	D	E
	If	and the officer is assigned to	and records show the ratee earned the indicated number of active or inactive training points under the rater	and the supervision period covers at least	then write the report and enter the reason as
1	the rater changes (see notes 1 through 4 and 10)	PAS 96XXXXXX	12 (see notes 11, 12)	180 days	CRO.
2		a category A unit			
3		stat tour			
4	either ratee or rater departs for an AD tour of at least 60 calendar days duration (see notes 3, 5, and 10)	a category A unit	16 (see note 11)		
5	rater has died, is missing, incapacitated, or has been relieved from duty for cause (see notes 3 and 10)	PAS 96XXXXXX or a Cat A unit	12 (see notes 11, 12)		CRO (see note 6).
6		stat tour			
7	ratee is incapacitated, MIA, or confined by a civil or military court (see notes 3 and 10)	PAS 96XXXXXX or a Cat A unit	12 (see notes 11, 12)		CRO (see note 7).
8		stat tour			
9	1 year has passed since TR, closeout of last OER/OPR or (see note 3)	PAS 96XXXXXX	12 (see notes 11, 12)	180 days	annual.
10		a category A unit			
11		stat tour			
12	report has been directed by HQ USAF (see note 8)	PAS 96XXXXXX, a Cat A unit, or a stat tour	12 (see notes 11, 12)		directed by HQ USAF.
13	ratee has performed in an unsatisfactory or marginal manner or demonstrated undesirable characteristics and a special report is appropriate	PAS 96XXXXXX, a Cat A unit, or a stat tour			directed by (squadron, wing, base, group, etc.) commander.
14	determination has been made of appropriateness of action under AFI 36-3209	PAS 96XXXXXX, a Cat A unit			
15	a referral LOE has been written (see note 9)	PAS 96XXXXXX a Cat A unit, or stat tour	(see note 12)		directed by HQ USAF.

NOTES:

1. See table 3.6 to determine report closing date and tables 7.1 and 7.3 to determine office of record and number of copies.
2. For officers assigned to PAS 96XXXXXX or for category A unit officers, write a CRO when the rater changes and the other requirements are met.
3. Colonels selected for promotion to brig gen receive reports according to chapter 9.
4. Prepare a report on officers reassigned from participating to nonparticipating status unless paragraph 3.5 applies.
5. Do not submit a report when rater and ratee are ordered to AD together and the rater does not change.
6. In section VI of OPR state what happened to rater. Rater's supervisor will write these reports.
7. In section VI of OPR state what happened to the ratee.

(Notes to table continued on next page)

8. HQ USAF/REP retains authority to direct OPRs under this rule. If HQ USAF/RE requires special reports on certain officers for selection board use, HQ ARPC/DPMPE-1 furnishes ratee names to the MAJCOMs along with appropriate suspense dates and directs submission of reports under this rule.

9. If current rater does not consider the referral comments in the LOE to be serious enough to warrant permanent recording, an OPR will not be prepared.

10. For IMAs, only the points accumulated under the direct supervision of the rater apply. Subtract from the IMA's total any points accrued under the supervision of someone other than the IMA's rater.

11. Only include points since closeout of last OER/OPR or TR and does not include Extension Course Institute (ECI) or membership points. The point requirement is twelve.

12. For IMAs (exclude those assigned to PAS 963ICCH), the unit of assignment is responsible for completing the OPR. In the event that all training was performed at the unit of attachment during the period of the report, the IMA's unit of assignment is responsible for notifying the unit of attachment to submit the OPR.

Table 3.4. Routing of OPRs For ANG and USAFR Officers Not on EAD.				
R U L E	A	B	C	D
	If the ratee is	then reviewer sends report	and MPF/MSPQ, Reserve MPF or State AG sends report to	and command personnel record group custodian sends report to office of record shown in table
1	ANG	through channels to State AG	HQ ARPC/DSMO	7.2.
2	USAFR unit assigned	to reviewer's MPF or Collocated MPF	HQ ARPC/DSMO (original) and HQ AFRES/DPME (copy) (see notes 1 and 2).	7.3.
3	USAFR individual programs	to the MPF servicing the rater	HQ ARPC/DPMPE-1	7.3.

NOTES:

1. For colonels, send copy to HQ AFRES/DPO.
2. Applies only to Air Reserve Technicians (ART) in grades lieutenant colonel and below.

Table 3.5. Determining From Date of OPRs.			
R U L E	A	B	C
	If the ratee is	and	then the from date is
1	on EAD	the record is an initial report (other than student report) on current EAD tour	same as the EAD date or day following closeout of TR from school of 20 weeks or more.
2	on EAD or not on EAD	the report is not covered under rule 1 or rules 3 thru 8	day following the closeout of the previous OPR or TR from school of 20 weeks or more.
3	an ANG officer not on EAD	the report is an initial report (other than student report) (See note 1)	effective date of federal recognition in ANG or day after TR closeout from school of 20 weeks or more.
4		was assigned to an ANG unit from ARPC (ISLRS, Non-affiliated Reserve Section [NARS], Obligated Reserve Section [ORS], or RRPS) or another state (see note 3)	effective date of latest federal recognition.
5	an USAFR officer not on EAD	the report is an initial report (see note 1)	date of assignment to the USAFR status held as of the closeout date.
6		has been reassigned or attached to a unit from ARPC (ISLARS, NARS, ORS, or RRPS) (see notes 1 and 2)	effective date of attachment or change of strength accountability or TED of reassignment.
7		was previously on EAD and concurrently assigned to training category A, B, or D on release from EAD (see note 2)	date following the closeout date of last report received while on EAD.
8		was previously on AD as RegAF and did not accept a USAFR commission concurrently with release from AD (see notes 1 and 2)	effective date of appointment in non-EAD status.

NOTES:

1. Cover an unrated period from the officer's entry into non-EAD status to the beginning date of the first report received in non-EAD status with an AF Form 77 according to AFI 36-2608.
2. This rule applies only to the first report in non-EAD status.
3. AF Fm 77 will be done by previous state (with sufficient supervision) or ARPC (for insufficient supervision) to cover gap.

Table 3.6. Determining Through Date of an OPR.		
R U L E	A	B
	If the reason for the report is	then the closeout date is
1	annual	1 year from closeout date of previous OPR or TR from school of 20 weeks or more (see note 1).
2	CRO	day before effective date of change (see note 2).
3	directed by (MAJCOM, wing, group, squadron, and so on) commander	as directed (see notes 3 and 4).
4	directed by HQ USAF	as directed (see notes 3 and 4).

(Notes continued on next page)

NOTES:

1. If necessary, adjust the closeout to the date on which the rater achieves minimum supervision of 120 days (for EAD and ANG not on EAD report). If one year has passed and a CRO is processed before the rater achieves the minimum supervision of 120 days, adjust the closeout date to the date on which the new rater completes 60 days supervision. For non-EAD category A USAFR officers assigned to HQ AFRES subordinate units, adjust the closing date to date on which officer has earned 16 points and accrued 180 days supervision under the rater. Adjust the closing date for officers in other USAFR training categories, if necessary, to the date on which the officer has earned 12 points under the rater.
2. If the report is mandatory as the result of the separation, retirement, or PCS reassignment of the rater or PCS or separation of the ratee, the report usually closes out 30 calendar days before the departure date (in the event of an emergency or short-notice departure, the closeout is the day before the effective date of the occurrence that required the submission of the report). If application of the full 30 calendar days will cause a ratee to be ineligible for a report due to lack of supervision and the minimum supervision is attainable before the departure date, adjust the closeout of the report to the date on which minimum supervision is achieved. Base computer projections of the thru date on the above guidelines. The Chief, Customer Support Section, or his designated representative, may authorize adjustment of the closeout within the 30 calendar-day period before the departure date to permit recording of significant events. If a departure, separation, or retirement date changes after establishment of the through date of a report, it is not necessary to adjust the through date if it is no more than 40 days before the actual departure date, unless the change causes the number of days supervision to be 120 days or more. Never close a report out on or after the actual departure, retirement, or separation date of the rater or ratee. OPRs prepared and accepted for file under this rule remain valid even if the CRO condition is later canceled.
3. Close out AF Forms 707A and 707B prepared upon placement of an officer on the control roster on the day before the effective date of placement on the control roster. Close out AF Forms 707A and 707B prepared at the end of the special observation period on the day before the effective date of removal.
4. Close out Directed by HQ USAF reports prepared under the following rules in table 3.1 as follows: Rule 4: As directed, Rule 5: The date of ratee placement in MIA, captured, or detained in captive status.

Chapter 4**PROMOTION RECOMMENDATION PROCESS****Section A--AF Form 709**

4.1 Purpose. The purpose of the promotion recommendation process is to provide performance-based differentiation to assist central selection boards.

4.2. Types of PRFs.

4.2.1. Narrative-Only PRFs. The losing senior rater completes these on all officers who are departing PCS for a school (e.g. PME and AFIT). Complete Narrative-only PRFs regardless of promotion zone. Do not complete PRFs on captains who will have less than 3 years time in grade as a captain on completion of schooling.

4.2.2. Recommendation-Only PRFs. The Air Force Student MLR President completes these for all officers who are eligible for consideration by that board. Attach the Recommendation-Only PRF to the Narrative-Only PRF, and include both in the OSR.

4.2.3. Regular PRFs. An eligible officer's senior rater completes the PRF no earlier than 60 days prior to the selection board for which the officer is promotion eligible (PRF Cutoff Date) and awards one of three recommendations:

4.2.3.1 A "Definitely Promote" recommendations says the strength of the ratee's performance, and performance-based potential alone warrants promotion.

4.2.3.2 A "Promote" recommendation says the ratee is qualified for promotion and should compete on the basis

of performance, performance-based potential, and broader considerations such as duty history, PME, advanced degrees, etc.

4.2.3.3. A "Do Not Promote This Board" recommendation says the ratee does not warrant promotion on the central selection board for which the PRF is being prepared.

4.3. Completing the PRF. See figure 4.1. See paragraph 4.22 for specific guidance on preparing PRFs on promotion-eligible colonels.

4.4. Responsibilities:

4.4.1. The Senior Rater:

4.4.1.1. Reviews the ratee's record of performance (ROP) and Duty Qualification History Brief (DQHB), PIF, and Unfavorable Information File (UIF) before preparing the PRF. May consider other reliable information about duty performance and conduct except as paragraph 1.4. or other regulatory guidance prohibits. Furnishes the ratee one copy of the PRF notice to check for accuracy. Resolves incorrect or questionable entries with the UPO.

4.4.1.2. Must be knowledgeable of the ratee's most recent performance. Subordinate supervisors may provide information on an officer's most recent duty performance and performance-based potential, and may make suggestions based upon the officer's duty performance for PRF recommendations. No officer will be asked to draft

or prepare his or her own PRF. Additionally, there will be no boards or panels of officers convened to collectively score, rate, rank, or tally the records and/or generate a priority list of eligible officers unless specifically authorized by this instruction.

4.4.1.3. Is solely responsible for evaluating each officer's ROP and DQHB, and for either awarding PRF recommendations among officers or submitting officers to compete for aggregation or carry-over "Definitely Promote" recommendations. The senior rater submits the PRF with section IX unmarked when submitting an officer for competition in aggregation or carry-over categories at a MLR and/or HQ USAF review.

4.4.1.4. Completes promotion recommendations. Corrects any error that results in awarding more "Definitely Promote" recommendations than allocated by the ML. However, if he or she fails to fulfill this responsibility, the review president makes the appropriate corrections to include reaccomplishing a PRF a senior rater prepared.

4.4.1.5. Provides the ratee a copy of the PRF approximately 30 days before the central selection board (CSB). PRFs are a private matter between the senior rater and the ratee. Subordinate evaluators may have access to a PRF rating to assist in the feedback process only if desired by the ratee. The senior rater must attach a memo (figure 4.2) telling the ratee who receives a PRF with a "Do Not Promote This Board" recommendation that he or she has the right to submit a letter to the CSB. Provides the PRF to the ratee either by hand or by sending it in a sealed envelope marked, "To Be Opened By Addressee Only."

4.4.1.6. Considers preparing a PRF on a newly assigned eligible officer who received a "Promote" recommendation from his or her previous senior rater, (did not compete at the MLR) and whose effective date of duty as a result of PCS or PCA to a new senior rater occurs after the PRF accounting date (150th day before CSB convening date), but on or before the PRF cutoff date (60th day before the CSB) (paragraph 4.12).

4.4.1.7. Provides a signed master eligible list of officers considered for promotion recommendations to the ML.

4.4.1.8. Ensures the ML receives PRFs as required by paragraph 4.5.

4.4.2. The MPF:

4.4.2.1. Verifies accuracy of senior rater IDs (SRID) and Personnel Accounting Symbol (PAS) Codes.

4.4.2.2. Provides two copies of PRF notices, a master eligible list, and DQHB on each eligible to senior raters.

4.4.2.3. Provides other senior rater support and review as requested (sends PRFs to the appropriate ML when requested by the senior raters).

4.4.2.4. Makes records of performance available to senior raters to include records of officers serviced by other MPFs.

4.4.2.5. Reviews PRFs to ensure administrative accuracy, when requested.

4.4.2.6. Processes Narrative-Only PRFs (see paragraph 4.5.6).

4.4.2.7. Tells senior raters when officers change eligibility status for promotion after the PRF allocation date (66th day before CSB, see paragraph 4.12).

4.4.2.8. Provides senior raters a listing of newly assigned eligible officers who received a "Promote" recommendation from his or her losing senior rater.

4.4.3. The ML:

4.4.3.1. Designates senior rater positions for all units within their jurisdiction and assigns SRIDs to those positions.

4.4.3.2. Identifies senior raters by name and assigns SRIDs accordingly by name and PAS Code.

4.4.3.3. Validates SRIDs in the Personnel Data System (PDS) immediately following the PRF accounting date (150th day before CSB).

4.4.3.4. Notifies senior raters, through the MPF, of their eligible officers and preliminary "Definitely Promote" allocations.

4.4.3.5. Updates the number of PRF "Definitely Promote" allocations available and notifies affected senior raters on the final PRF allocation date (66th day before CSB).

4.4.3.6. Makes sure all eligible officers are considered for promotion recommendations.

4.4.3.7. Makes sure senior raters and MLRs do not exceed the authorized number of "Definitely Promote" recommendation allocations.

4.4.3.8. Makes sure PRF results of I/APZ and BPZ eligible officers are updated in PDS no later than 35 days before the CSB.

4.4.3.9. Sends all PRFs and a signed ML master eligible list to HQ AFPC/DPPBR to arrive no later than 30 days before the CSB.

4.4.3.10. Maintains copies of all PRFs and master eligible lists until announcement of CSB results. Destroy these copies upon announcement of results.

4.4.3.11. Processes PRFs in accordance with paragraph 4.5.

4.4.4. HQ AFPC/DPPPEB establishes and announces PRF eligibility criteria and administrative requirements for processing PRFs and makes sure completed PRFs are disposed of according to paragraph 4.5.

4.5. Processing and Use of the PRF:

4.5.1. MPFs send PRF notices and master eligible lists to senior raters upon receipt, normally just after the PRF accounting date (150th day before CSB).

4.5.2. Senior raters complete PRFs on or after the PRF cutoff date (60th day before CSB). Senior raters who aggregate BPZ officers due to less than minimum group size (eligible population necessary to generate one "DP" recommendation) must prepare and sign BPZ PRFs leaving section IX blank.

4.5.3. Senior raters submit I/APZ PRFs for review, and ensure BPZ PRFs are available for PDS update by the ML no later than 35 days before the CSB.

4.5.4. The ML sends all PRFs along with the ML master eligible list to HQ AFPC/DPPBR to arrive no later than 30 days before the CSB.

4.5.5. HQ AFPC/DPPBR removes I/APZ PRFs from the OSR immediately following the CSB and forwards them to HQ AFPC/DPSRI to be placed on optical disk. They destroy the PRFs after filming:

4.5.5.1. PRFs filed on microfiche have limited access. Do not use them for assignments, promotions (except Special Selection Boards (SSB), or other personnel actions. Retain these PRFs for historical, legal, and appeal purposes only. BPZ PRFs are promotion assessments. Do not use them for purposes such as assignments, selective early retirement boards (SERB), or other personnel actions.

4.5.6. Narrative-Only/Recommendation-Only PRFs:

4.5.6.1. The HQ USAF Student ML Review (paragraph 4.10.2) prepares Recommendation-Only PRFs, and attaches them to the student Narrative-Only PRFs.

4.5.6.2. The senior rater sends the Narrative-Only PRF to the MPF no later than 30 days prior to the officer departing PCA or PCS for school, and to HQ AFPC/DPPPEB no later than 30 days after the officer departs.

- Send reports for officers in patient or MIA/POW status to HQ AFPC/DPPPEB no later than 60 days after the officer enters this new status.
- The MPF forwards the original PRFs to HQ AFPC/DPPPEB and maintains copies of the PRFs until AFPC confirms receipt of the PRFs by updating GNP Code to "C". Once confirmed, the MPF destroys its copies.

4.5.6.3. Senior raters provide a copy of the Narrative-Only PRF to the rater approximately 30 days prior to departure for school.

4.5.6.4. HQ AFPC/DPPPEB maintains Narrative-Only PRFs until officers leave student, patient, or MIA/POW status. Once Narrative-Only PRFs are filed in the officer's selection folder, they become a matter of record. DPPPEB can approve administrative changes only. Changes to the wording in sections II, III, and IV must be made through the PRF appeal process. HQ AFPC/DPPPEB destroys student Narrative-Only PRFs when the officer no longer competes for promotion in this status. HQ AFPC/DPPPEB maintains the Narrative-Only PRFs until distributed as specified below:

- For officers who become eligible for I/APZ and BPZ consideration by a CSB before they change status, HQ AFPC/DPPPEB forwards the Narrative-Only PRFs to the HQ USAF Student MLR.
- After completion of the Recommendation-Only PRFs (which are attached the Narrative-Only PRFs), DPPPEB forwards the PRFs to HQ AFPC/DPPBR3 for inclusion in the OSR and provides copies to ratees.
- HQ AFPC/DPPPEB maintains the original Narrative-Only PRF in a separate file for use during

future promotion consideration for officers not selected for promotion while in student status.

- Immediately after completion of the CSB, HQ AFPC/DPPBR removes the PRFs from the OSR and forwards them to HQ AFPC/DPSRI for placement on optical disk.

Section B--MLRs (Lt Col and Below)

4.6. Allocation Process:

4.6.1. Definitely Promote. DP recommendations are limited in number to ensure that only the best qualified records are indorsed and sends a strong signal to the CSB that this officer is ready for immediate promotion. DP allocation rates for IPZ and APZ officers are lower than the IPZ promotion opportunity; this ensures a significant number of officers receiving "Promote" recommendations will be promoted. MLs receive a share of DP allocations based on the number of IPZ or BPZ officers assigned. Allocation rates vary for each competitive category, grade and promotion zone and may fluctuate according to changes in the promotion opportunity to guarantee the minimum promotion rate for eligibles receiving a "Promote" recommendation (P-Rate). Allocation rates for BPZ officers are higher than the BPZ promotion opportunity to ensure all senior raters have the same opportunity to nominate their most deserving officers for an early promotion with the limited number of BPZ promotions available. HQ AFPC/DPPPEB publicizes rates for each PRF cycle.

4.6.2. PRF Accounting Date. On the PRF accounting date (150 days before the CSB), AFPC matches eligible officers to senior raters based on data in the Headquarters Air Force (HAF) Master Promotion Eligible file. HQ AFPC/DPPPEB announces the actual PRF accounting date. Between the PRF accounting date and the 105th day before the CSB, MLs ensure the HAF Master Promotion Eligible File is accurate.

4.6.3. PRF Allocation Dates. The initial allocation date is approximately 105 days before the CSB. This is when MLs estimate the number of allocations available to each senior rater and evaluation board under their jurisdiction. After this date, the number of allocations is adjusted to account for officers who become eligible or ineligible for promotion. These adjustments are made up until the final allocation date (66 days before the CSB). On Day 66 the ML determines the actual number of allocations and distributes these allocations to senior raters and MLRs based on the number of eligible officers for that level. No changes are made to the number of a ML's allocations on or after the final allocation date.

4.6.4. PRF Cutoff Date. This date is 60 days prior to the CSB. PRFs cannot be signed prior to this date.

4.6.5. Determining Line of the Air Force Allocations:

4.6.5.1. MLs determine the number of "DP" allocations they have by applying the appropriate allocation rate to their IPZ or BPZ eligibles. Round up fractions to the next whole number, e.g., if a ML has 462 BPZ eligibles and the

allocation rate is 10%, the ML earns 47 DP allocations (462 BPZ eligibles x 10% allocation rate = 46.2 which rounds up to 47 allocations).

4.6.5.2. Although the allocation rate for I/APZ eligibles is different, the same procedure applies. APZ officers do not generate separate allocations. However, if the ML only has line APZ eligibles, then a single DP is available. In this case, the APZ officers would receive a "0" in section VI on the PRF. MLs receive separate allocations for in-utilization permanent party students. Refer to table 4.1, note 2.

4.6.6. Determining Senior Rater Allocations:

4.6.6.1. Minimum group size for one "Definitely Promote" allocation is three eligibles.

4.6.6.2. MLs determine each senior rater's share of allocations in the same manner as discussed in paragraph 4.6.5.1, except instead of rounding up, senior raters round down. For example, a 55% allocation rate applied to a senior rater's 10 IPZ captains would yield 5 DP allocations (10 IPZ eligibles x 55% allocation rate = 5.5 which rounds down to 5 allocations).

4.6.7 Returning Allocations. Senior raters may return earned allocations to the ML if they believe the quality of officers in their unit does not warrant the full share of allocations. MLs redistribute all returned allocations.

4.6.8. Redistributing DP Allocations:

4.6.8.1. Any returned DP allocations for IPZ or APZ eligibles are redistributed through the ML review carry-over process.

4.6.8.2. BPZ DPs are redistributed at the next higher level.

4.6.8.3. Redistribution must occur prior to becoming a matter of record.

4.6.8.4. MLs redistribute DP ratings earned through carry-over or aggregation, even in the situation where a senior rater has two DPs (one earned outright, one through carry-over) and withdraws the DP awarded outright.

4.6.9. Carry-over. Since allocations are rounded down when applying the allocation rate to a senior rater's eligible population, there are normally fractions of allocations remaining. These fractions accrue at the ML and result in allocations called carry-over DP allocations. Carry-over allocations (and any returned allocations) are awarded to account for variations of quality within organizations under the ML:

4.6.9.1. For I/APZ officers, MLs distribute allocations to ML reviews for award. For BPZ eligibles, they distribute carry-over allocations to senior raters.

4.6.10. Aggregation:

4.6.10.1. Senior raters without the minimum number of I/APZ officers assigned may compete them for DP recommendations through a process known as aggregation. Grouping of all such officers and the application of the allocation rate yields, after rounding down, the number of DP allocations available to officers competing in aggregation.

4.6.10.2. Senior raters without the minimum numbers of BPZ officers assigned to earn an allocation aggregate their

officers to the next higher senior rater in the rating chain until the number of eligibles is large enough to earn at least one allocation.

4.6.10.3. Senior raters below the head of the ML who award BPZ "DP" recommendations to eligible officers aggregated from subordinate senior raters' populations must make the promotion recommendation decision without convening a board or panel of subordinates. If aggregation proceeds to the ML to satisfy the requirements of paragraph 4.6.10.2, the head of the ML may choose to use the MLR to aid in determining which BPZ eligible officers receive "DP" recommendations.

4.6.11. Determining Non-Line of the Air Force Allocations: Non-Line officers Chaplain (HC), Judge Advocate (JA), Medical Corps (MC), Dental Corps (DC), Nurse Corps (NC), Biomedical Sciences Corps (BSC), and Medical Services Corps (MSC) compete for promotion by competitive category:

4.6.11.1. Minimum group size for one "Definitely Promote" allocation is three eligibles.

4.6.11.2. MLs determine the number of "DP" allocations in the same manner as discussed in paragraph 4.6.5.1, except MLs round down when computing I/APZ allocations and round up when computing BPZ allocations. If the ML does not have enough IPZ eligibles to earn an allocation, the MLR may submit officers to compete at the Air Force Review for Non-Line officers, subject to the limits established by AFPC/DPPPEB.

4.6.11.3. Allocation rates applied to non-line I/APZ officers within competitive categories may be different from those applied to line officers. BPZ allocation rates are the same for both line and non-line competitive categories. Changes in promotion opportunity will cause adjustment of allocation rates.

4.6.11.4. Senior raters without enough BPZ or I/APZ eligible officers to receive an allocation may submit their officers to compete for aggregation allocations at their ML review subject to limits established by the ML.

4.6.11.5. Senior raters may submit their officers to compete for carry-over allocations at the MLR, subject to the limits established by the ML. The MLR may submit officers to compete for carry-over allocations at the Air Force Review for Non-Line officers, subject to the limits established by HQ AFPC/DPPPEB.

4.6.12. Determining Non-Line Senior Rater Allocations: Senior raters compute allocation rates as they do for Line Officers, by rounding down for both I/APZ and BPZ officers. If senior raters do not have enough I/APZ eligible officers to receive an allocation, they may compete them for DP recommendations through aggregation at the ML. Senior raters who do not have enough BPZ officers assigned to earn an allocation aggregate their officers to their management levels to compete for aggregation allocations subject to limits established by the ML.

4.6.12.1. Senior raters may submit their I/APZ officers to compete for carry-over allocations at the MLR, subject to limits established by the ML. The MLR may submit officers to compete for carry-over allocations at the Air

Force Review for Non-Line officers, subject to the limits established by HQ AFPC/DPPPEB.

4.6.12.2. Allocation rates applied to Non-Line I/APZ officer within competitive categories may be different from those applied to line officers. BPZ allocation rates are the same for both line and non-line competitive categories. Changes in promotion opportunity will cause adjustments of allocation rates.

4.6.12.3. Only "DNP" PRFs will be prepared for Judge Advocate eligibles for promotion to captain or any competitive category when promotion opportunity is 100 percent.

4.7. MLR Requirements:

4.7.1. General. MLs designate the organization or agency responsible for holding a review. The commander or head of the designated organization holds the MLR and may establish more than one (e.g., at the NAF level). If the head of the ML is the sole senior rater, there is no MLR and the completed PRFs are forwarded to the HQ USAF MLR for the quality review.

4.7.2. Timing and Functions. Conduct reviews 60 to 40 days before the CSB. They have four functions: to review all I/APZ PRFs; to award DP recommendations to those officers whose senior rater had too few eligibles to earn a DP allocation; to award carry-over DP allocations available to the ML and to award DP allocations to ML students. At the conclusion of the MLR, send I/APZ PRFs through the ML to the CSB, with one copy to the ratee. (See paragraph 4.4.1.5)

4.7.3. Composition: President, those senior raters who have either awarded a DP recommendation or have officers competing for aggregation or carry-over DP recommendations, and a nonvoting recorder designated by the commander or head of the organization responsible for conducting the MLR:

4.7.3.1. The head of the ML designates the MLR president. The president must be a general officer when evaluating lieutenant colonels, and minimally a colonel when evaluating majors and below.

4.7.3.2. In those cases where senior raters are not available to serve on the panel due to some extraordinary circumstance, the head of the ML may authorize senior raters to designate senior officials, who meet the minimum grade requirements, from their organization to serve on their behalf.

4.7.3.3. MLs may establish a representative sample of senior raters to conduct the quality review of the I/APZ PRFs and ROPs at the MLR. At the discretion of the ML, all senior raters who awarded a DP or who are competing officers for a DP recommendation, do not need to participate in the quality review process at the MLR.

- When practical, all senior raters competing officers for carry-over DPs attend the MLR. If the ML determines this is not practical, or deems it otherwise appropriate, it may establish a representative sample of senior raters to award carry-over DPs. The ML uses a representative sample to ensure the

senior raters selected do not score the records of officers for whom they are the senior rater.

- All senior raters with eligibles competing for an aggregation DP must serve as a member of the MLR during the aggregation phase. However, in those cases where senior raters are not available to serve on the MLR due to some extraordinary circumstance, the responsible authority may authorize senior raters to designate senior officials (who meet the minimum grade requirements) from their organization to serve on their behalf.

4.7.4. Responsibilities:

4.7.4.1. MLs:

- Establish MLRs and assign senior raters.
- Distribute aggregation and carry-over DP allocations to the MLR.
- Notify each senior rater of the number of officers he or she may submit to compete for carry-over allocations (limited to the total number of carry-over DP allocations available for award by the MLR).
- Ensure MLRs are completed no later than 40 calendar days before convening of the CSB for which the PRFs are prepared.
- Determine the location of the MLR (normally held where performance records on the officers being considered are available).
- Ensure an ROP and DQHB for each officer is available for the review.
- Ensure the MLR president is provided a listing of eligible officers indicating those with UIFs or in the weight management program. MLR presidents use this list at their discretion to ensure senior raters (and MLR members, when appropriate) have considered this information when preparing promotion recommendation forms.
- Establish numerical scoring procedure for panels.

4.7.4.2. ML Review (MLR):

- Ensure senior raters do not exceed their share of DP recommendations.
- Quality review the ROPs, DQHBs and PRFs of all I/APZ officers in order to identify and discuss with appropriate senior raters those PRFs that appear to contain exaggerated or unrealistic comments or comments that do not appear to support the overall recommendation based on the ROP and information considered according to paragraph 1.4.
- Award DP recommendations to I/APZ officers aggregated from units with less than minimum group size needed for senior raters to award DP recommendations.
- Award carry-over DP recommendations to I/APZ officers.

4.7.4.3. Senior Raters:

- Serve as members of the MLR.
- Submit PRFs to the MLR on all I/APZ officers including officers competing for aggregation and carry-over DP recommendations.

- Submit to the MLR recorder a single list of the names of their I/APZ officers. For those officers on the list with completed PRFs, include name, and overall promotion recommendation; for those officers on the list submitted to compete for aggregation or carry-over, indicate whether the officer will compete for aggregation or carry-over DP recommendations.

4.7.5. Review Procedures:

4.7.5.1. General Procedures.

- For all MLRs, the recorder provides to the MLR president the total number of DP recommendations to be awarded by each senior rater.
- The president ensures no senior rater exceeds the allowable number of DP recommendations. If a senior rater has awarded more DP recommendations than allowed, the senior rater specifies which PRFs need correction, new PRFs are prepared and the senior rater completes sections IX and X.
- If the senior rater does not specify which PRFs need correcting, the panel reviews the ROPs and DQHBs of all officers assigned to that senior rater to determine which overall recommendations need changing. The panel then prepares a new PRF, with sections I through VIII copied verbatim from the original PRF submitted by the senior rater.
- The MLR president marks the "Promote" block in section IX of the reaccomplished PRF and signs the form. (**NOTE:** The president will leave section IX blank when the officer competes under aggregation or carry-over.)
- The board will change the minimum number of PRFs required to ensure compliance with prescribed limits.
- The records of any officer whose PRF is reaccomplished under this provision will automatically compete for carry-over DP recommendations.

4.7.5.2. PRF Review. MLR members will review the ROPs, DQHBs and completed PRFs of all I/APZ officers assigned to a senior rater as a group. If the MLR believes a DP recommendation is unsupported by the ratee's ROP, they discuss this with the senior rater:

- Open discussion among MLR members is encouraged. Limit discussion to the officer's ROP and information allowed under paragraph 1.4. In all cases, a senior rater has the final authority to determine the content of the PRFs he or she prepares, and to award DP recommendations allocated by the ML.

4.7.5.3. Aggregation and Carry-over. The MLR assesses the relative merit of ROPs of competitors for aggregation and carry-over DP recommendations. Normally, they do this by a combination of numerical scoring and open discussion among panel members. Limit the discussion to the officer's ROP and information allowed under paragraph 1.4. The MLR must ensure consistent and equitable procedures apply to the ROP of each officer. General guidelines follow:

- If numerical scoring is used, the scores of all MLR members are totaled and DP recommendations awarded. If two or more records tie and there are insufficient numbers of DP recommendations to award one to each, MLR members again review those records to break the tie.

4.7.5.4. Procedures for Award of Aggregation DP Recommendations:

- Officers submitted to compete for aggregation DP recommendations compete among themselves. The MLR president and only those senior raters with officers competing under aggregation review and score the ROPs of these officers.
- If the total number of IPZ officers aggregated to the MLR is still too small to earn a DP allocation, all panel members, not just those with officers competing for aggregation, score the records of the officers in the aggregated group and may award one DP recommendation. Take this DP recommendation, if awarded, from carry-over.
- After review and scoring of all records, and award of DP recommendations by the MLR, senior raters or their designated representatives complete section IX on the PRFs for their officers. The MLR president verifies the results of the completed MLR.
- The records of officers from the aggregated group that did not receive a DP recommendation will compete for carry-over DP recommendations at the discretion of the senior rater, within the limits prescribed by the ML.

4.7.5.5. Procedures for Award of Carry-over DP Recommendations:

- At the senior rater's discretion, those officers who do not receive a DP recommendation from aggregation will be submitted for carry-over DP recommendations.
- Normally the MLR president and all senior raters with officers competing for "carry-over" recommendations compete in the carry-over decision (exception, reference paragraph 4.7.5.3). At the discretion of the MLR president, other senior raters available may also participate in carry-over decisions.
- Senior raters or their designated representatives complete section IX on PRFs for their officers by marking either a "Definitely Promote" or a "Promote" as appropriate. The MLR president verifies the results of the MLR:

4.7.5.6. Recorder Responsibilities. The MLR recorder forwards all PRFs and annotated master eligible lists to the personnel activity responsible for updating the PDS.

4.8. Officers Assigned Outside the Department of Defense (DoD) and to Other Military Departments:

4.8.1. LAF officers in this category require special provisions because their organizations of assignment do not fall within the jurisdiction of a ML:

4.8.1.1. Allocation Process. For these officers, the Air Force District of Washington (11 WG) acts as the ML. The responsibilities of 11 WG are the same as those in paragraph 4.4.3, except for aggregated BPZ officers. The HQ USAF MLR (as described in paragraph 4.8.3) evaluates BPZ officers aggregated to the highest senior rater in the rating chain for whom the senior rater does not have the minimum group size required to receive an allocation.

4.8.1.2. PRFs. Senior raters submitting officers to compete for aggregation or carry-over DP recommendations prepare and forward PRFs to 11 WG, leaving section IX blank. HQ 11 WG/DPJ, 20 MacDill Blvd Suite 400, Bolling AFB DC 20332-5100.

4.8.2. Non-LAF Officers:

4.8.2.1. Allocation Process: HQ AFPC acts as the ML. BPZ officers do not aggregate to the next higher senior rater when the primary senior rater does not have the minimum group size required to receive an allocation. Instead, the HQ USAF Non-Line MLR at AFPC for officers in competitive categories other than Line (see paragraph 4.11.4) receive and evaluate PRFs for these aggregated BPZ officers as a separate group. Senior raters for non-LAF officers assigned outside DoD earn DP allocations as specified in paragraph 4.6.10.

4.8.2.2. PRFs. Senior raters who submit their officers to compete for aggregation or carry-over DP recommendations prepare PRFs leaving section IX blank. Senior raters forward PRFs to HQ AFPC/DPPPEB.

4.8.3. HQ USAF Review:

4.8.3.1. The Commander, 11 WG directs the HQ USAF MLR convene 45 to 60 days before the CSB for which the PRFs are prepared. The AF/CC, or officer designated by the AF/CC, serves as MLR president. The Commander, 11 WG, with the assistance of HQ USAF/DP, selects a minimum of four members, consistent with the minimum grade requirements for senior raters, to serve as members.

4.8.3.2. The HQ USAF MLR may review all completed BPZ PRFs and awards aggregation and carry-over DP recommendations to BPZ officers. 11 WG is responsible for providing senior raters copies of completed PRFs on their rates.

4.8.3.3. The recorder consolidates information on the number of BPZ officers assigned, the number of BPZ DP recommendations available, and the number of DP recommendations awarded to BPZ officers.

4.8.3.4. If during the review of completed PRFs the board discovers that a senior rater awarded more DP recommendations than allowed, the MLR president discusses this with the senior rater:

- After the senior rater decides which PRFs to correct, he or she forwards the reaccomplished PRFs to the MLR by the most expeditious means.
- Meanwhile, the panel will copy sections I through VIII of the PRFs requiring corrections verbatim from the senior rater's original PRFs onto a new AF Form 709.

- The MLR president will then mark the "Promote" block in section IX of the reaccomplished PRFs and sign section X.
- The MLR holds PRFs they reaccomplish pending receipt of a reaccomplished PRF from the senior rater. If they receive the senior rater's PRF before MLR conclusion, they forward it to 11 WG. If not, they forward the PRF reaccomplished by the panel president to 11 WG and destroy the original submitted by the senior rater.

4.8.3.5. Award of DP recommendations to I/APZ officers is separate and distinct from award of "DP" recommendations to BPZ officers.

4.8.3.6. The president completes PRFs with section IX left blank.

4.8.3.7. Since panel members are not senior raters for the officers meeting the board, members are encouraged to discuss an officer's ROP and current performance with the senior rater in any case where the board members believe it necessary.

4.9. Joint MLRs:

4.9.1. Evaluation Reviews. The president of a panel held to evaluate joint officers is always an Air Force general officer. Joint MLs may exercise one of two options: hold their own reviews; or, allow the HQ USAF MLR to evaluate their officers. If the joint ML is the sole senior rater, the HQ USAF MLR will review all completed joint ML sole senior rater PRFs.

4.9.2. PRF. When senior raters submit officers to compete at the HQ USAF MLR, they submit PRFs with section IX left blank.

4.9.3. If the ML chooses to hold a review, but there is no Air Force general officer assigned to the activity, the ML may obtain the assistance of an Air Force general officer assigned to another activity. If necessary, the HQ USAF/DP will assist the ML in obtaining a general officer to serve as the president:

4.9.3.1. Senior raters submit to the panel all completed PRFs on I/APZ and BPZ officers, and PRFs (section IX blank) on all I/APZ officers submitted to compete for aggregation or carry-over DP recommendations.

4.9.3.2. The responsibilities and procedures of Joint Reviews are the same as in paragraph 4.7.

4.10. Officers Assigned as Permanent Party Students:

4.10.1. LAF Officers Assigned as Permanent Party Students Training In Their Utilization Field: In Utilization training includes any follow-on, specialized, requalification, upgrade, enhancement, or broadening training in the officer's utilization field. MLs receive a separate BPZ or I/APZ allocation based on those populations. The permanent party student allocation rounds up at the ML and down at the senior rater level. Evaluation procedures are the same as outlined in paragraph 4.7.5. Responsibilities of the ML with regard to students are the same as those in paragraph 4.7.4.1.

4.10.2. LAF Officers Assigned as Permanent Party Students Training Outside Their Utilization Field, Patient Status (RI 0001) or MIA/POW Status. Outside Utilization training includes PME, degree granting programs (usually AFIT-sponsored), and initial qualification training:

4.10.2.1. HQ AFPC/DPPPEB acts as the ML, and receives DP allocations based on the number of BPZ or IPZ officers eligible for consideration by the HQ USAF Student ML Review discussed in paragraph 4.10.2.2. The allocation rate is applied to students, patients and MIAs/POWs separately, and rounded up at the ML.

4.10.2.2. HQ USAF Student ML Review. Convened by USAF/DP, it considers permanent party students, patients and MIA/POWs. It convenes approximately 70 days prior to the CSB. HQ USAF/DP designates an MLR president and a minimum of four MLR members consistent with the minimum grade requirements for senior raters. The MLR is responsible for the following:

- Reviewing the ROP, DQHB and Narrative-Only PRFs.
- Separately evaluating the records of those officers competing for BPZ DP recommendations, and those officers competing for I/APZ DP recommendations.
- Scoring all BPZ records and awarding BPZ DP recommendations based on the allocation rate prescribed for that grade. Awards "Promote" or "Do Not Promote This Board" recommendations to remaining BPZ eligibles as appropriate.
- Scoring all I/APZ records and awards I/APZ DP recommendations based on the allocation rate prescribed for that grade.
- Scoring records and awarding promotion recommendations to officers in patient status (RI0001).
- This MLR awards all promotion recommendations and there are no separate procedures to award aggregation and carry-over allocations.
- The review president marks the appropriate recommendation in section IX, signs the Recommendation-Only PRF for each officer, and attaches the Narrative-Only PRF prepared by the officer's last senior rater.
- Ensuring ratees receive a copy of the completed Recommendation-Only and the attached Narrative-Only PRFs.

4.11. Non-Line Officers. Non-Line officers (HC, JA, MC, DC, NC, BSC, MSC) compete for promotion by competitive category. In some cases their promotion opportunity is different from Line officers. Also, the total number of officers in each of the competitive categories other than LAF, is relatively small. Consequently, the number of eligible officers under a senior rater will frequently be insufficient to receive a "DP" allocation.

This is often the case even when officers aggregate to the ML:

4.11.1. PRFs. Section IX is blank on PRFs for officers submitted by the MLR to the USAF Non-Line MLR. The USAF Non-Line MLR president completes section IX with either a DP, "Promote," or "Do Not Promote This Board" recommendation.

4.11.2. Non-Line Evaluation Reviews. A MLR and/or the HQ USAF MLR, or both may evaluate I/APZ and BPZ non-line officers.

4.11.3. MLR. Senior raters submit all completed PRFs on I/APZ and BPZ officers, and PRFs (with section IX left blank) on all I/APZ and BPZ officers submitted to compete for aggregation or carry-over recommendations. This includes PRFs on permanent party ML students:

4.11.3.1. For each competitive category, the MLR composition is the president; senior raters who awarded a DP; senior raters with officers competing for aggregation or carry-over DP recommendations; non-voting recorders; and an officer from the competitive category concerned who meets the minimum grade requirements for senior raters. If an officer from the competitive category in the Health Professions who meets the criteria is not available, the ML may designate a Medical Corps officer who meets the minimum grade requirements to serve on the board. Non-line competitive category representatives are voting board members.

4.11.3.2. The responsibilities of the ML with regard to students are the same as in paragraph 4.10.1.

4.11.3.3. The MLR evaluates the records of officers competing for BPZ DP recommendations as a separate process.

4.11.3.4. MLs identify officers to compete for aggregate and carry-over recommendations at the Air Force ML Review for Non-Line Officers (subject to limits established by HQ AFPC/DPPPEB).

4.11.4. Air Force MLR for Non-Line Officers:

4.11.4.1. This panel considers those officers aggregated from MLs and senior raters outside DoD and those recommended to compete for aggregate and carry-over DP recommendations. It also evaluates non-line officers assigned as permanent party Air Force level students and non-line officers in patient status, RI0001. HQ AFPC convenes these reviews at AFPC approximately 30 days before the CSB.

4.11.4.2. Composition: President (a line officer) and a minimum of four members as designated by the AF/DP, or designated representative, consistent with the minimum grade requirements, where possible. The competitive category under consideration will not form the majority of MLR membership. For MLRs considering the Health Professions (MSC, BSC, MC, DC, and NC), no more than two members may come from the competitive category under consideration. The remaining two normally will be from a medical profession competitive category not under consideration. Line officers may serve if obtaining panel members from the medical professions is impractical. For

BSC reviews, the BSC corps chief may serve as a nonvoting member.

4.11.4.3. HQ AFPC/DPPPEB limits the number of officers each ML may submit to compete for aggregate and carry-over allocations to the total number of DP allocations available for award and notifies each ML; ensures a ROP and PRF on each officer being submitted is available for review; and holds an Air Force MLR for each competitive category.

4.11.4.4. ML Review Responsibilities are the same as discussed in paragraph 4.7.3.

Section C--Special Provisions

4.12. Officers Making a PCA or PCS Move During the PRF Process. To ensure officers with a Permanent Change of Assignment (PCA) or Permanent Change of Station (PCS) assignment to a new senior rater effective after the PRF Accounting Date, but on or before the PRF Cutoff Date, receive full consideration for a DP recommendation, special provisions apply. The gaining senior rater considers all eligible officers (except patients) regardless of promotion zone, who have a DAS effective after the PRF Accounting Date (150 days before the board), but on or before the PRF Cutoff Date (60 days before the board), for a DP recommendation. For similar rules on promotion-eligible colonels, see paragraph 4.22:

4.12.1. The losing senior rater's total number of eligibles always includes officers in this category when determining the losing senior rater's share of DP allocations. As a result, the losing senior rater is responsible for preparing PRFs on I/APZ and BPZ eligibles.

4.12.2. Do not adjust the gaining senior rater's number of DP allocations to include officers in this category. Take any DP recommendations awarded by a gaining senior rater from available allocations already established by the gaining senior rater's ML.

4.12.3. To provide these officers fair consideration, the losing and gaining senior raters may discuss the officer's performance and their intentions (via phone, memo, etc.).

4.12.4. The gaining senior rater must:

Consider all eligible officers in this category for award of a DP recommendation:

- I/APZ officers whose losing senior rater awards a "Promote" recommendation and does not forward the officer's PRF to compete for an aggregation or carry-over "Definitely Promote" recommendation during the ML review.
- BPZ officers whose losing senior rater awards a "Promote" recommendation and does not intend to have the officer compete for an aggregation or carry-over allocation.
- All officers, regardless of promotion zone, who received their PRF from the HQ USAF Student MLR.
- Enter the SRID in Section VIII of the PRF when accomplishing PRFs under this provision. Complete ratee identification data, unit mission

description, and job description as of the Date Arrived Station (PCS)/Duty Effective Date (PCA).

4.12.5. The gaining senior rater will exercise the following options, as appropriate:

- Decide to take no action to submit an individual for a DP recommendation.
- Award a DP recommendation from earned allocations. Do not adjust the number of eligible officers to include officers in this category.
- Submit I/APZ officers to compete for aggregation and carry-over.
- Submit BPZ officers for aggregation and/or carry over, as appropriate for the officer's competitive category.
- Award a DNP recommendation as a result of derogatory information received since departure from previous assignment if time does not allow for NQP action processing.

4.12.6. If the gaining senior rater submits an officer for aggregation or carry-over DP recommendation, the gaining senior rater must ensure the officer's record of performance is available.

4.12.7. The gaining senior rater should notify the losing senior rater of his or her intentions.

4.12.8. The ML will:

- Ensure consideration of all officers in this category for promotion recommendation and manage all necessary actions to ensure full consideration by the losing and gaining senior raters.
- Work with MPFs to notify senior raters of their eligible officers who fall in this category to ensure consideration for a DP recommendation, as outlined in this paragraph.
- Notify AFPC/DPPPEB when a gaining senior rater awards a DP recommendation. This includes those awarded within a ML as a result of a PCA action.

4.12.9. The MPF will:

- Screen all officers gained after the PRF accounting date to determine eligibility and notify senior raters accordingly (refer to PRISM User's Guide).
- Notify ML of newly assigned officers whose SRID is not correct as soon as possible; monitor date arrived station (DAS) for changes (as a result of finance updates) that would necessitate a correction to the SRID.
- Provide the senior rater a ROP and DQHB on newly assigned members.

4.12.10. HQ AFPC/DPPPEB will:

- Update all DP and DNP recommendations awarded by gaining senior raters upon notification from MLs.
- Track DP PRFs accomplished by the gaining senior rater and destroy PRFs accomplished by the losing senior rater. If the losing and gaining senior rater both award the same overall recommendation, the PRF from the gaining senior rater is destroyed.
- Update incorrect SRIDs on officers who arrive at new locations on or before PRF Accounting Date.

4.13. Officers Added To or Deleted From Promotion Eligibility. This paragraph applies to officers who become eligible or ineligible for promotion consideration in a particular competitive category on or after the PRF allocation date. Causes for a change in eligibility status may include: Special Selection Boards (SSB) or Air Force Board for Correction of Military Records (AFBCMR) actions, administrative errors, changes in dates of separation (DOS), or similar circumstances:

4.13.1. When an officer is added to a CSB or changes promotion zone eligibility, the senior rater completes a PRF as described below:

4.13.1.1. Since there are no adjustments made to allocations of DP recommendations on or after the PRF allocation date (Day 66), prepares an I/APZ or a BPZ PRF without a restriction as to the type of recommendation awarded.

4.13.1.2. Only awards DP recommendations to officers whose ROPs and DQHB are comparable to other officers who received DP recommendations during the normal PRF process.

4.13.1.3. Completes PRFs according to section A except section VI, Group Size. In this section enter a "1" for IPZ or BPZ officers and a "0" for APZ officers.

4.13.2. Senior raters void PRFs completed on officers subsequently deleted from promotion eligibility following the PRF allocation date. For I/APZ officers, void PRFs prior to convening of the CSB. Senior raters who void PRFs awarded DP recommendations may reallocate these to other officers and reaccomplish PRFs. The appropriate MLR must process changes to I/APZ and non-line BPZ PRFs.

4.13.3. When an officer's zone of eligibility for promotion changes (i.e., from BPZ to IPZ), the above provisions apply. Senior raters prepare new PRFs as appropriate to reflect the officer's correct promotion zone and void the old PRFs.

4.14. Prisoners, Deserters, and Officers on Appellate Leave. Do not accomplish PRFs and TRs for officers who become prisoners, deserters, or who are on appellate leave on or before the PRF Accounting Date (Day 150). HQ AFPC/DPPPEB prepares an AF Form 77 for I/APZ officers who fall into this category and places it into their selection record. However, officers identified as prisoners, deserters, or on appellate leave after the PRF Accounting Date will require PRFs from the losing senior rater. His or her total number of eligibles will include these officers when determining DP allocations.

4.15. Officers Eligible for Selection to Captain when Promotion Opportunity is 100%. When the promotion opportunity for any captain CSB is 100%, PRFs will not be completed on officers recommended for promotion by their senior raters. Senior raters will only prepare PRFs on officers who receive a "Do Not Promote This Board" (DNP) recommendation (PRISM Code N). Senior raters

will annotate the Master Eligibility List (MEL) with either a P (for "Promote" recommendation) or "N" and forward the MEL and PRFs completed for officers not recommended for promotion (DNP) to the ML. MLs will review all DNP promotion recommendations at the MLR, update PRISM to show either P or N, and forward any completed DNP PRFs to arrive at HQ AFPC/ DPPBR3 no later than 30 days prior to the CSB start date. MLs may use a representative sample of senior raters to evaluate these DNP recommendations.

4.16. Air Force Advisors for PRFs. If the senior rater on the PRF is not an Air Force officer or Department of the Air Force (DAF) official, an Air Force advisor is designated to advise evaluators on matters pertaining to PRFs. Normally, this will be the same officer who conducts the review of the officer's OPR. (See paragraph 3.8). The Air Force advisor will not change any statements or the promotion recommendation on the PRF.

4.17. ANG Use of AF Form 709, Promotion Recommendation. The ANG will use AF Form 709 for promotion to Major, lieutenant colonel and colonel. Specific procedures will be determined by NGB/CF, with coordination of HQ AFPC (paragraph 1-9a).

4.18. USAFR Use of AF Form 709, AF Promotion Recommendation. The USAFR will use AF Form 709 for promotion to Major, lieutenant colonel and colonel. Specific procedures will be determined by HQ USAF/RE, with coordination of HQ AFPC (paragraph 1-9a).

Section D--Promotion Recommendations for Colonels

4.19. Introduction. This section describes how to recommend colonels for promotion to the grade of brigadier general. It applies to officers eligible for consideration by the HQ USAF or USAFR General Officer Selection Board or an ANGUS Federal Recognition Board.

4.20. Responsibilities in the Promotion Recommendation Process:

4.20.1. Heads of MLs:

4.20.1.1. Must prepare PRFs on all promotion-eligible colonels, under consideration by the appropriate selection or federal recognition board (e.g., EAD colonels with 2 years time in grade as of the board convening date). **NOTE:** Do not prepare PRFs on prisoners or officers on appellate leave. When preparing PRFs on promotion-eligible colonels, MLs may consider, in addition to the record of performance, other reliable sources of information. Figure 4.1, note 4, contains further guidance. Instructions in this AFI take precedence over those printed on the AF Form 709.

4.20.1.2. Must personally complete PRFs on all promotion eligible colonels who receive a "Definitely Promote" recommendation, by competitive category.

Complete PRFs no earlier than (NET) 60 calendar days and no later than 30 calendar days (NET 90 days and no later than 60 days for USAFR officers) before the selection or federal recognition board convenes.

4.20.1.3. Designate one or more representatives to perform this function for all other promotion recommendations. Representatives must be senior in grade to the ratees.

4.20.1.4. Rank order all colonels who receive a DP recommendation. Rank order the colonels of each competitive category separately. Include the ranking on the PRF, section VI, "Group Size." Rankings must be sequential with no duplication within a ML. This paragraph does not apply to ANGUS officers.

4.20.1.5. Send completed PRFs on all USAFR colonels to HQ USAF/REPS no later than 60 calendar days prior to the selection board convening date.

4.20.1.6. Provide each ratee a copy of his or her PRF no later than 30 calendar days prior to the appropriate board.

4.20.2. Vice Chief of Staff, USAF (AF/CV). The AF/CV, or his or her designated representative, serves as the single ML for Air Force colonels assigned outside the DoD, to other military services, or as Air Force-level (e.g., senior service school) students.

4.20.3. Air Force Colonel Matters Office (AFDPO). Manages the PRF process for all EAD colonels. It announces the PRF accounting date and matches promotion eligible officers to the appropriate ML on that date.

4.20.4. Office of Air Force Reserve Senior Officer Management Division (AF/REPS). Manages the PRF process for all USAFR colonels.

4.20.5. National Guard Bureau ANG General Officer Management Division (NGB-GO/AF). Manages the PRF process for all ANGUS colonels.

4.21. Officers Making a PCA or PCS Move During the PRF Process. Colonels reassigned to a new ML within 60 days (before or after) the PRF accounting date may have their PRF written by either the gaining or losing ML, at the discretion of the two MLs. If there's a conflict, the officer's ML of administrative assignment (as of the PRF accounting date) prepares the PRF. **NOTE:** For promotion eligible colonels, the head of the ML is the person serving in that capacity as of the date PRFs are due to AFDPO.

4.22. Processing and Use of the PRF For Colonels:

4.22.1. Send completed PRFs on all EAD colonels to AFDPO no later than 30 calendar days prior to the selection board convening date.

4.22.2. Send completed PRFs on all USAFR colonels to HQ USAF/REPS approximately 60 calendar days prior to the selection board convening date.

4.22.3. Send completed PRFs on all ANGUS colonels to NGB-GO/AF no later than 30 calendar days prior to the ANGUS Federal Recognition Board convening date.

4.22.4. Narrative-Only/Recommendation-Only PRFs for permanent party students, patients and POW/MIAs.

4.22.4.1. The senior rater sends the Narrative-Only PRF to AFDPO no later than 30 days prior to the officer departing PCA or PCS for school.

4.22.4.2. The senior rater sends reports for officers in patient or MIA/POW status to AFDPO no later than 60 days after the officer enters this new status.

4.22.4.3. Senior raters provide a copy of the Narrative-Only PRF to the ratee.

4.22.4.4. AFDPO maintains Narrative-Only PRFs until the officer leaves student, patient, or MIA/POW status. AFDPO destroys Narrative-Only PRFs when the officer no longer competes for promotion in this status. AFDPO maintains the Narrative-Only PRFs until distributed as specified below:

- For officers who become eligible for promotion consideration by a Brigadier General Selection Board before they change status, AFDPO forwards the Narrative-Only PRFs to 11 WG/DPJ.
- After completion of the AF/CV Recommendation-Only PRFs (which are attached to the Narrative-Only PRFs), the AF/CV forwards the PRFs back to AFDPO for inclusion in the HQ USAF Selection Folder and provides copies to the ratees.

4.22.5. Restrict the use of the AF Form 709 to the brigadier general selection boards. Do not use PRFs for any other personnel action.

4.22.6. A PRF becomes a "matter of record" after it is in the officer's selection record.

4.22.7. Destroy a colonel's PRF within 30 days of the officer's promotion, retirement, or separation.

4.22.8. Only the offices listed below may maintain copies of the PRF.

- AFDPO for all EAD colonels.
- HQ USAF/REPS for all USAFR colonels.
- NGB-GO/AF for all ANGUS colonels.

4.22.9. AFMAN 37-139, *Disposition of AF Records--Records Disposition Schedule* (formerly AFR 4-20) and AFI 36-2608, *Military Personnel Records System* (formerly AFR 35-22), prescribe the management of all records.

4.23. Instructions for Completing the AF Form 709 for Colonels. See figure 4.1.

Figure 4.1. Instructions for Completing AF Form 709 (PRF).

L I N E	A	B	C
	To Complete		Instructions (Note 1)
	Sec	Item	
1	I		See PRF notice for ratee identification data. If any data is incorrect, notify the Unit Personnel Office and MPF for computer correction.
2		1	Enter last name, first name, middle initial, and Jr., Sr., etc. If the officer has no middle initial, the use of NMI is not mandatory. The name may be all upper case or a combination of upper and lower case.
3		2	Enter SSN. Suffix is optional.
4		3	(See figure 3.2, notes 1, 2, and 3 for differences between EAD, Non-EAD ANG and USAFR, and Stat Tour officers.)
5		4	Enter the DAFSC to include prefix and suffix as of the date the PRF notice is generated. (Note 9). (See note 2 <i>For Recommendation-Only PRFs</i>)
6		5	Enter organization, command, location.
7		6	Enter PAS code as reflected on PRF notice. If PAS code on the PRF notice is incorrect, advise the UPO and MPF of the correct data. See note 2 for Recommendation-only PRFs.
8	II		Enter the Unit Mission Description in the same manner as on an AF Form 707A and 707B (figure 3.2, line 11). <i>For Recommendation-Only PRFs</i> , leave this section blank.
9	III		Complete as you would on an AF Form 707A or 707B.
10		1	Enter the approved duty title as reflected in the Personnel Data System. Pending or projected duty titles will not be used. See AFMAN 36-2622, for further guidance on duty title construction. For students, enter the student duty title. (Note 9).
11		2	As in figure 3.2, line 14. <i>For Recommendation-Only PRFs</i> : leave Item 2 blank.
12	IV		Promotion Recommendation: (Limit to nine lines): Explain why the officer should or should not be promoted. This section covers the entire Record of Performance and provides key performance factors from the officer's entire career, not just recent performance. Limit comments to the next higher grade. (See note 3 for do's and don'ts.) For officers eligible for promotion to the grades of colonel and below, comments on BPZ "Promote" PRFs are optional and comments on all I/APZ PRFs are mandatory. <i>For Recommendation-Only PRFs</i> , this section is blank. See note 4 for expanded guidance on PRFs for colonels being considered for BG selection. Comments are mandatory for any "Definitely Promote" and "Do Not Promote this Board" PRF.
13	V		Place an X in the BPZ block for BPZ officers. For IPZ/APZ officers, place an X in the I/APZ block. See the PRF notice for the promotion zone. (Either type or hand write entries.) <i>For Narrative-Only PRFs</i> , leave blank. No entry is required on PRFs for colonels being considered for BG selection.
14	VI		Group Size--See table 4.1. Type or hand write the entry. <i>For Narrative-Only PRFs</i> , leave blank. See note 6 for instructions pertaining to colonels being considered for BG selection.
15	VII		Enter the central selection board for which the senior rater prepared the PRF (example, 0593A would indicate the CY 93 central lieutenant colonel board). The PRF notice includes the board entry. <i>For Narrative-Only PRFs</i> , enter the date signed in this section.
16	VIII		The senior rater ID is a five-character code used to identify the position of the senior rater. Enter this code as shown on the PRF notice. <i>For Narrative-Only PRFs</i> , and PRFs on colonels being considered for Brigadier General, leave blank.
17	IX		The senior rater marks one of three recommendations, as appropriate. Hand write this entry in dark blue or black ink. See note 5 for additional information on <i>For Narrative-Only PRFs</i> , Non-Line and aggregate PRFs.
18	X		See instructions at note 7 for lieutenant colonels and below, note 8 for colonels.

(Notes to figure on next page)

NOTES:

1. Senior raters complete PRFs no earlier than 60 days before the CSB. This date is the PRF cutoff date. Senior raters award one of three overall recommendations: "Definitely Promote", "Promote", or "Do Not Promote This Board." There is a limit on "Definitely Promote" recommendations to ensure they convey the intended message. Except for PRFs written on promotion-eligible colonels (see also note 6), there is a limit on "Definitely Promote" recommendations to ensure they convey the intended message. There is no limit on "Promote" and "Do Not Promote This Board" recommendations.
2. For Recommendation-Only PRFs: Enter, in Item 4, student DAFSC; for Item 5, the organizational designation, MAJCOM, and location of the ratee's assigned school; and for Item 6, student PAS code.
3. Some general guidelines:
 - Do consider including comments related to Article 15 action, or letters of reprimand, admonishment or counseling. It is strongly recommended that Control Roster action be recorded and it is mandatory to record Courts Martial results unless actions resulted in acquittal. Do include recommendations for PME, RegAF augmentation, or selective continuation (if warranted), if the CSB for which the PRF is written will also submit officers for PME or make RegAF augmentation selections or selective continuation. Evaluators may consider, but not comment on, AAD and PME and may comment regarding projected assignments.
 - Do not comment on ratings or recommendations on prior AF Forms 709.
 - Do not discuss classified information (paragraph 7.2).
 - That an officer has a date of separation, has an approved retirement date, or is unsure about career intent does not necessarily detract from performance-based potential. However, if an officer displays a reluctance to accept responsibility, a negative attitude toward the job, or a decrease in performance based potential then comments may be warranted.
 - MLs are prohibited from using comments to differentiate between officers with "Promote" recommendations. Senior raters may continue to rank order their officers in relation to other officers assigned to them.
 - Comments must be in bullet format.
4. Comments are mandatory when an officer receives a "Definitely Promote" or "Do Not Promote This Board" recommendation, and must substantiate, amplify, or explain the recommendation. Comments for other recommendations are optional for Below-the-zone officers.
5. *For Narrative-Only PRFs*, do not mark any of the three blocks and type "No Overall Recommendation" in the top of this section. *For Non-Line of the AF officers*: MC, DC promotion to major, NC, MSC, BSC, and HC promotion to captain--only "Promote" or "Do Not Promote This Board" recommendations are used on the PRF (applies when the promotion opportunity is 100 percent). Do not prepare a PRF for Judge Advocate promotion to captain. *For officers submitted in aggregate or carry-over to an evaluation board*, leave this section blank.
6. On PRFs prepared on promotion-eligible colonels, entries in section VI may be handwritten (in dark blue or black ink). Rank officers by competitive category. The head of the ML must personally prepare and sign "Definitely Promote" recommendations; he or she may designate one or more representatives to perform this function for all other recommendations. These representatives must be senior in grade to the ratee. Focus on potential to serve at the general officer level. Use ratee's accomplishments as a colonel to demonstrate potential and to explain why an officer uniquely qualifies for promotion, more so than others. Use comparative terms and gauge difficulty of job challenge, but do not repeat content of OPRs (unlike PRFs for field grade and company grade officers). Highlight factors that demonstrate desired general officer traits (breadth, depth, versatility, adaptability, generalist qualities, leadership, management intellect, presence, image, communication skills, experience, functional expertise, appreciation for future vision, etc.). Use personal terms and be clear and concise. Identify true contenders and place heavy emphasis on future use as a general officer. The head of the ML (or designated representative) may solicit advice and information from the ratee's supervisors and commanders, both current and past. If rendering a "Definitely Promote" recommendation, indicate the officer's rank order among the total number of promotion eligible officers in the ML and competitive category. For example, an officer receiving a "Definitely Promote" recommendation who is second in a ML of 150 total eligibles would have the entry "2/150" in Section VI. If the officer does not receive a "Definitely Promote" recommendation, leave this section blank or enter "N/A". MLs are not limited in the number of "Definitely Promote" recommendations they award to their eligibles.
7. Senior Rater (lieutenant colonels and below):
 - Enter name, grade (for Brig Gen selectees, enter Brig Gen [S]), branch of service (military officers and DAF civilians only), organization, command of assignment, and location. Grade must be that in which senior rater is serving, retired grade is not authorized. If an officer has been "frocked," enter his or her actual grade unless the officer is serving in a funded billet and the ratee is a lieutenant colonel or above.

(Notes to figure continued on next page)

- Show SSN if the evaluator is a USAF officer (suffix not entered). SSN is optional though encouraged if the evaluator is a civilian or a member of another US military service.
- Do not include command level, unless it is an integral part of the duty title, with the official duty title.
- Enter current data as of the date of PRF completion. Do not complete the PRF before the PRF cutoff date.
- Do not enter any classified information.
- *For Recommendation-Only PRFs* the President of the Air Force MLR acts as the senior rater. Enter the following information: name; grade; branch of service; for organization enter "HQ USAF Review"; for location enter the location of the review; SSN; for duty title enter "President, HQ USAF MLR."

8. For colonels, the head of the ML must complete this section if the recommendation is a "Definitely Promote." For all other recommendations, the head of the ML may designate one or more representatives, senior in grade to the ratees, to complete this section.

9. If changes to DAFSC or duty title are approved after the MLR and the report is a matter of record, a formal application for correction must be submitted in accordance with AFI 36-2401.

Figure 4.2. Officer's Right To Submit a Memorandum to the Central Selection Board.

(date)

MEMORANDUM FOR (RATEE)
(Ratee's address)

FROM: (Senior rater's functional address symbol)
(Senior rater's functional address)

SUBJECT: Officer's Right To Submit a Memorandum to the Central Selection Board

I have recently completed your AF Form 709, Promotion Recommendation. In this report, I recommended to the central selection board that you not be selected for promotion at this time. As such, I am reminding you of your right to submit a memorandum to the central selection board.

If you believe this report is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to the central selection board concerning these matters. In addition, you may apply for a review of the report under AFI 36-2401, once the report becomes a matter of record as defined in AFI 36-2402, attachment 1.

AFI 36-2501, *Officer Promotions and Selective Continuation*, provides further instructions as to what is permissible in a memorandum to the central selection board. If you require further information concerning your right to submit a memorandum to the board, the MPF is available to assist you.

(Signature)
(Typed name, grade, branch of service)

Attachment:

1. AF Form 709

Table 4.1. What to Enter in Section VI (Group Size) on the PRF.			
R U L E	A	B	C
	If the allocation rate is	and the number of eligible officers in an entire ML is (see note 1)	then enter
1	10 percent	10 or more	N/A.
2		9 or less	the actual number of eligibles within the entire ML.
3	15 percent	7 or more	N/A.
4		6 or less	the actual number of eligibles within the entire ML.
5	20 percent	5 or more	N/A.
6		4 or less (see note 2)	the actual number of eligibles within the entire ML.
7	25 percent	4 or more	N/A.
8		3 or less (see note 2)	the actual number of eligibles within the entire ML.
9	35 to 90 percent	3 or more	N/A.
10		2 or less (see note 2)	the actual number of eligibles within the entire ML.

NOTES:

1. APZ eligibles do not generate "Definitely Promote" allocations; therefore, they do not apply when determining the entry for section VI on the PRF.
2. For Line officers only, even if there are only APZ eligibles in a ML, a single "Definitely Promote" allocation is still available. In this case, the most deserving APZ officer may be awarded a "Definitely Promote" recommendation, and all APZ officers in the ML receive a "0" in section VI on the PRF.

Table 4.2. Senior Rater “Definitely Promote” Allocation Table (see note).**ALLOCATION RATE**

Number of IPZ or BPZ Eligibles	10%	15%	20%	25%	30%	35%	45%	50%	55%	60%	65%	75%	90%
1	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	1	1	1	1	1	2	2	2
4	0	0	0	1	1	1	1	2	2	2	2	3	3
5	0	0	1	1	1	1	2	2	2	3	3	3	4
6	0	0	1	1	1	2	2	3	3	3	3	4	5
7	0	1	1	1	2	2	3	3	3	4	4	5	6
8	0	1	1	2	2	2	3	4	4	4	5	6	7
9	0	1	1	2	2	3	4	4	4	5	5	6	8
10	1	1	2	2	3	3	4	5	5	6	6	7	9
11	1	1	2	2	3	3	4	5	6	6	7	8	9
12	1	1	2	3	3	4	5	6	6	7	7	9	10
13	1	1	2	3	3	4	5	6	7	7	8	9	11
14	1	2	2	3	4	4	6	7	7	8	9	10	12
15	1	2	3	3	4	5	6	7	8	9	9	11	13
16	1	2	3	4	4	5	7	8	8	9	10	12	14
17	1	2	3	4	5	5	7	8	9	10	11	12	15
18	1	2	3	4	5	6	8	9	9	10	11	13	16
19	1	2	3	4	5	6	8	9	10	11	12	14	17
20	2	3	4	5	6	7	9	10	11	12	13	15	18
21	2	3	4	5	6	7	9	10	11	12	13	15	18
22	2	3	4	5	6	7	9	11	12	13	14	16	19

(Table continued on next page)

Number of IPZ or BPZ Eligibles	10%	15%	20%	25%	30%	35%	45%	50%	55%	60%	65%	75%	90%
23	2	3	4	5	6	8	10	11	12	13	14	17	20
24	2	3	4	6	7	8	10	12	13	14	15	18	21
25	2	3	5	6	7	8	11	12	13	15	16	18	22
26	2	3	5	6	7	9	11	13	14	15	16	19	23
27	2	4	5	6	8	9	12	13	14	16	17	20	24
28	2	4	5	7	8	9	12	14	15	16	18	21	25
29	2	4	5	7	8	10	13	14	15	17	18	21	26
30	3	4	6	7	9	10	13	15	16	18	19	22	27
31	3	4	6	7	9	10	13	15	17	18	20	23	27
32	3	4	6	8	9	11	14	16	17	19	20	24	28
33	3	4	6	8	9	11	14	16	18	19	21	24	29
34	3	5	6	8	10	11	15	17	18	20	22	25	30
35	3	5	7	8	10	12	15	17	19	21	22	26	31
36	3	5	7	9	10	12	16	18	19	21	23	27	32
37	3	5	7	9	11	12	16	18	20	22	24	27	33
38	3	5	7	9	11	13	17	19	20	22	24	28	34
39	3	5	7	9	11	13	17	19	21	23	25	29	35
40	4	6	8	10	12	14	18	20	22	24	26	30	36
41	4	6	8	10	12	14	18	20	22	24	26	30	36
42	4	6	8	10	12	14	18	21	23	25	27	31	37
43	4	6	8	10	12	15	19	21	23	25	27	32	38
44	4	6	8	11	13	15	19	22	24	26	28	33	39
45	4	6	9	11	13	15	20	22	24	27	29	33	40
46	4	6	9	11	13	16	20	23	25	27	29	34	41

(Table continued on next page)

Number of IPX or BPZ Eligibles	10%	15%	20%	25%	30%	35%	45%	50%	55%	60%	65%	75%	90%
47	4	7	9	11	14	16	21	23	25	28	30	35	42
48	4	7	9	12	14	16	21	24	26	28	31	36	43
49	4	7	9	12	14	17	22	24	26	29	31	36	44
50	5	7	10	12	15	17	22	25	27	30	32	37	45

NOTE: To determine the number of senior rater "Definitely Promote" allocations when there are more than 50 BPZ or IPZ eligible officers, multiply the number of BPZ or IPZ eligibles times the allocation rate. If the result is not a whole number, round down to the next lower whole number. **EXAMPLE:** A senior rater who has 63 eligibles applied to a 65% allocation rate earns 40 "Definitely Promote" allocations ($63 \times 65\% = 40.95$ allocations, rounded down to 40). This table applies to all competitive categories.

Chapter 5

AF FORM 475, EDUCATION/TRAINING REPORT

5.1. When To Use TRs. Use the AF Form 475 to document accomplishments of an officer in formal training and education. Document attendance at in-residence PME, degree granting academic education programs, and initial training in utilization fields such as Undergraduate Pilot Training (UPT), Student Undergraduate Navigator (SUNT), Undergraduate Space Training (UST), Aircraft Maintenance Officer Course, and Chaplain Candidates Training on a TR. Use a TR for training designed to upgrade or enhance an officer's qualifications in a utilization field (e.g., document UPT on a TR; also use the TR for any subsequent training as a pilot, including initial qualification training in a weapon system).

5.2. TR Submission:

5.2.1. Mandatory Submission:

5.2.1.1. On completion of, interruption of, or elimination from formal training or education when the scheduled course length is eight weeks or more (as prescribed in AFCAT 36-2223, *USAF Formal Schools* or other appropriate directive) except for Squadron Officer School (SOS). USAFR Air Reserve Technicians (ART) and ANG Military Technicians attending formal training or education in civilian status receive TRs and credit in the civilian evaluation system.

5.2.1.2. For self-paced courses when the prescribed course length is eight weeks or more regardless of the time actually required to complete the course.

5.2.1.3. At the end of each academic year, unless the course completion date is within four months of the annual training report. The academic year for officers

attending law school under Funded Legal Education Program (FLEP) or Excess Leave Program (ELP) ends after the officer's summer internship training.

5.2.1.4. AF Forms 475 will be completed on Reserve Chaplain Candidates at the end of each active duty training tour of 10 days or more and processed as prescribed by HQ ARPC/HC.

5.2.2. Advanced Academic Degree Subsequent Completion:

5.2.2.1. Upon completion of advanced academic degrees for those officers who left full-time student status prior to completing thesis or dissertation degree requirements.

5.2.2.2. The eligibility criteria and the procedures which an officer must follow to have an AF Form 475 filed in his or her record reflecting advanced academic degree completion are as follows. All criteria must be met:

- The officer was assigned to a full-time degree program through AFIT.
- The officer completed all but the thesis or dissertation portion of the degree program.
- The officer has a previous AF Form 475 posted to the Master Personnel Record Group (MPerRG) that clearly identifies the reason for noncompletion as, "Thesis or dissertation not completed during AFIT tour," in accordance with this AFI, figure 5.1, note 6.
- The officer completes the degree requirements of the AFIT program in which he or she was originally enrolled.
- The officer documents degree completion through AFIT channels (verified via Personnel Data System inquiry).

5.2.2.3. The officer who meets the above criteria is responsible for submitting an official transcript to AFIT/RRE requesting completion of an AF Form 475.

5.2.3. Directed Submission. When directed by HQ USAF, for courses eight weeks or longer unless specifically waived.

5.3. Who Prepares a TR:

5.3.1. The officer designated by the commandant of each Air Force school or the commander of each Air Reserve squadron.

5.3.2. In exceptional cases, the student's commander and a military training institution may mutually agree on an evaluator (civilian or military) not under the jurisdiction of the unit of assignment. An official of a civilian institution will not sign or submit a TR.

5.3.3. When an officer is attending Bootstrap en route to a new station, an official at the new duty station completes the report.

5.3.4. The education services officer may only complete a TR when the ratee works for him or her.

5.3.5. AFIT personnel prepare TRs for officers under FLEP or ELP. The staff judge advocate of the student's assigned unit for internship training may prepare an optional LOE and submit it to AFIT at the end of each summer internship.

5.3.6. School of Engineering, AFIT, prepare for officers participating in the Ph.D. program during both the academic and the research phases. During the research phase, sponsoring laboratory and research facility personnel may prepare an optional LOE and submit it to AFIT.

5.3.7. AFIT/RRE standardizes TRs which document completion of advanced academic degrees subsequent to AFIT full-time student status, if all the criteria listed in paragraph 5.2.2 are met.

5.3.8. The evaluator on a TR must be serving in a grade equal to or higher than the ratee, except for TRs submitted under paragraph 5.2.2 to document subsequent completion of an advanced academic degree.

5.3.9. AFIT personnel prepare TRs on officers in graduate level study Bootstrap programs that are 26 weeks or longer. The evaluator may communicate directly with the institution to obtain the information required to prepare the report. See figure 5.1, notes 6.13 and 7 for recording adverse actions.

5.4. Referral Training Reports. Refer the TR to the ratee. The commander of the Air Force school or unit of assignment indorses the report on an AF Form 77. The evaluator refers the report according to chapter 3.

5.5. Indorsing the TR. Do not indorse a TR unless it is a referral report.

5.6. Preparing AF Form 475, Education/Training Report.

5.6.1. Prepare in triplicate for all officers except non-EAD ANG officers (quadruplicate), non-EAD USAFR lieutenant colonels or below not assigned to Category A or B Reserve units or as IMAs (duplicate) and legal officers (AFSC 51JX) in grades of lieutenant colonel and below (quadruplicate). See instructions at figure 5.1.

5.6.2. Hold reports for students who complete a course early (for example, self-paced course) until the course supervisor determines whether or not the student is a distinguished or outstanding graduate. The thru date on the TR is the date the officer completes the course, not the date the school determines the officer is a distinguished or outstanding graduate.

5.7. Routing and Responsibilities:

5.7.1. For officers attending school in TDY status:

5.7.1.1. School prepares TR, and forwards original to HQ AFPC/DPPBR3 and a copy to ratee's MPF (if ratee is en-route PCS, attach a copy of PCS order to original TR and forward to gaining MPF). HQ AFPC/DPPBR3 enters TR into MPerRGp.

5.7.1.2. Ratee's MPF quality reviews TR, and enters a copy in the UPRG; forwards copy of TR to ratee's MAJCOM (gaining MAJCOM if ratee is in route PCS), which enters copy into OCSRG. For legal officers (lieutenant colonel and below), the MPF forwards a copy of the TR to HQ USAF/JAEC.

5.7.1.3. TRs on EAD officers are due to AFPC 60 calendar days after report closeout date.

5.7.1.4. TRs on non-EAD officers are due to HQ ARPC/DSMO 90 calendar days after report closeout date.

5.7.2. For officers attending school in PCS status:

5.7.2.1. School prepares TR, and forwards original to HQ AFPC/DPPBR3 and a copy to the MPF that services the school.

5.7.2.2. MPF quality reviews TR, and enters a copy in the UPRG (forwards to gaining MPF if record already forwarded); forwards copy of TR to MAJCOM of school who enters copy into OCSRG. For legal officers (lieutenant colonel and below), the MPF forwards a copy of the TR to HQ USAF/JAEC.

5.7.2.3. TRs are due to AFPC 60 calendar days after report closeout date (120 calendar days for AFIT/CID programs).

5.7.3. For non-EAD ANG officers, send TRs to the servicing MPF for quality review, adding of opening dates and AFSCs. The MPF will distribute the completed original TR to HQ ARPC/DSMO NLT 90 calendar days after closeout date and copies to OCSRG, UPRG, and State Adjutant General:

5.7.3.1. HQ ARPC/DSMO will file chaplain AF Forms 475 in the selection folder effective 1 August 1988.

5.7.4. AFIT/RRE will forward the completed AF Form 475 which documents subsequent completion of an advanced academic degree to all appropriate agencies for filing in the MPerRG, OCSRG, and the UPRG. The TR

will be filed based on the date completed and not filed with the original AF Form 475 which indicated

noncompletion of the advanced academic degree.

Figure 5.1. Instructions for Completing AF Form 475.

L I N E	A	B	C
	To Complete		Instructions
	Sec	Item	
1	I (note 1)		The rater is responsible for accuracy. All TR evaluators are required to review the member's UIF and PIF, if adverse information is maintained at the training location, before accomplishing the TR.
2		1	Enter last name, first name, middle initial, and Jr., Sr., etc. Use of NMI when there is no middle initial is not mandatory. The name may be all in upper case or a combination of upper and lower case.
3		2	Enter SSN, suffix is optional.
4		3	Enter grade. See figure 3.2, line 4, and related notes for differences based on status (officers on EAD, Non-EAD ANG and USAFR officers, Stat Tour officers)
5		4	Enter DAFSC held as of the "Thru " date of the TR. Include prefix and suffix.
6		5	Enter organization data. See figure 3.2, Line 4 and related notes for differences on EAD, Non-EAD ANG and Non-EAD USAFR officers.
7		6	See table 5.1 (note 2).
8		7	For all formal training or education, enter number of weeks, followed by the word "weeks", rounded down to the nearest whole week, of the scheduled training/education. Use scheduled length of training even if an officer completes a self-paced course early or is eliminated from training. (note 3).
9		8	Place an X in the appropriate box (note 4).
10		9	Enter required information (note 5).
11		10	Enter title of major subject or problems presented or discussed.
12	II		Complete only the applicable items in this section; leave non-applicable items blank.
13		1	Enter AFSC Awarded/Aero Rating/Degree Awarded.
14		2	Place an X in the box if applicable.
15		3	Place an X, if appropriate, in the "Yes" or "No DG Program" block on final TRs. Leave item blank if DG program exists and ratee did not receive such a designation.
16		4	DG Award Criteria/Course Noncompletion Reason. For a student designated as a DG in item 3, provide the criteria (that is, top 10 percent of class or GPA above 3.5) (note 6).
17	III		Comments are mandatory concerning general attitude, military bearing and appearance, conduct and fitness. Place these comments in the Professional Qualities section. When an evaluator cannot observe professional qualities due to geographic separation (e.g., AFIT students), include the statement, "Ratee is geographically separated from evaluator" in the Professional Qualities block of section III. Do include comments if the ratee received recognition for specific or above average achievement, such as designation as a DG. Do not make promotion recommendations (see paragraph 1.4) (notes 7 and 8).
18	IV		Enter information required and command of assignment for evaluator in the spaces provided. Sign the original (Copies: sign, initial, or stamp SIGNED). Do not sign or date report before closeout date. The grade and duty title coincide with those held on the closeout date of the report (note 9).

(Notes continued on next page)

NOTES:

1. See TR notice for ratee identification data. If any data is incorrect, notify the unit personnel office and MPF for computer correction.
2. For TR prepared under paragraph 5.2.2, enter N/A in the FROM and THRU areas.
3. For USAFR training category D officers attending a National Security Seminar, leave blank.
4. Use the following guidelines in determining reason for report:
 - Final. On completion of , interruption by official orders of, or elimination for any reason from training.
 - Annual. At the end of each academic year, except for final year, for officers in extended programs, or when the graduation date is within 4 calendar months of the annual report--submit the final TR in place of the annual TR.
 - Directed. When directed by HQ USAF or an appropriate commander for EAD officers or USAFR officers not on EAD, or NGB for ANG officers not on EAD. Reports prepared under paragraph 5.2.2 will reflect "Directed."
5. For USAFR officers in training category D or E performing their annual active duty tour for training through attendance at a National Security Seminar, enter "National Security Seminar" and location.
6. If the student has failed to complete the course of training use one of the following phrases and indicate whether the elimination was due to factors over which the student did or did not have control:
 - Withdrawn without prejudice for the needs of the Air Force.
 - Withdrawn for humanitarian reasons.
 - Eliminated for academic deficiency.
 - Eliminated for flying deficiency.
 - Eliminated for physical reasons.
 - Eliminated for fear of flying.
 - Eliminated for manifestation of apprehension.
 - Eliminated for instructor nonadaptability.
 - Eliminated for skill or aptitude deficiency.
 - Voluntary Self-elimination.
 - Thesis or dissertation not completed during AFIT tour.
 - If none of the above reasons apply, state the reason. To explain further, also enter "See Comments," and explain in the appropriate comment section.
 - Evaluators must consider comments on TRs related to Article 15 action, or letters of reprimand, admonishment or counseling. It is strongly recommended that Control Roster action be recorded on the OPR.
7. The following entries are mandatory when applicable:
 - Comments regarding courts martial convictions.
 - Enter instances of elimination or interruption of training by official orders, citing specific reason when possible.
 - For USAFR training category D officers, enter "Officer is attending this section of National Security Seminar as his or her annual short tour."
8. Comments are standardized on TRs prepared by HQ AFPC/DPPPA under paragraph 5.2.2.
9. HQ AFPC/DPPPA Chief will complete this section on reports prepared on provision of paragraph 5.2.2. The date will be the actual date DPPPA completes the TR.

Figure 5.1. Continued.

Table 5.1. Whether to Use AF Form 77 or 475 For Students.				
R U L E	A	B	C	D
	If the officer is in	and education or training is	then the officer receives	and the form is
1	a degree granting academic education program	any length	AF Form 475 (see notes 1 and 9)	filed in the UPRG, OCSRG, and MPerRGp (see note 8).
2	professional military education	8 weeks or more, but less than 20 weeks	AF Form 475 (see notes 2 and 7)	
3		20 weeks or more	AF Form 475 (see note 1)	
4	final semester or final year TDY under AFR 213-1	any length		
5	National Security Seminar for all category D USAFR officers not on EAD			
6	a course or series of courses considered as initial training in a utilization field (see note 3)	8 weeks or more, but less than 20 weeks	AF Form 475 (see note 2)	filed at HQ ARPC/DSMO
7		20 weeks or more	AF Form 475 (see note 1)	
8	the Chaplain Candidate Program	active duty tour of 10 days or more	AF Form 475 (see notes 1 and 4)	
		8 weeks or less		
9	training or education not covered above (see note 5)	8 weeks or more, but less than 20 weeks	AF Form 77 (see notes 2 and 6)	
10		20 weeks or more	AF Form 475 (see note 1)	filed in the UPRG, OCSRG, and MPerRGp.

NOTES:

1. Reports prepared under this rule cover the period from the "Thru" date of the officers last OPR or TR unless it is an initial report. For initial reports, the "From" date is: the date of the officers entry on EAD; or the date of the first federally recognized appointment for ANG officers not on EAD; or for USAFR officers not on EAD, the date of the last assignment to the Ready Reserve position presently held. The "Thru" date is the date the training or course ends. For example, an officer has on OPR which closed out on 1 July 1995 and attends a course beginning on 6 August 1995. The course graduated on 5 August 1996. The period of report should be 2 July 1995 to 5 August 1996.
2. Reports prepared under this rule cover a period independent of the officer's OPR period of report. Therefore, it is not necessary to prepare an OPR solely because the officer is going to school. Use the following period of report: "From" date is the course start date; and the "Thru" date is the date training or education course ends. For example, an officer had an OPR which closed out on 1 November 1995 and attends a course from 1 January 1996 to 1 April 1996. The AF Form 77 or 475 covers the period from 1 January 1996 to 1 April 1996. The officer's next OPR will have a "From" date of 2 November 1995, and the time the officer is absent will be subtracted from the period of supervision on the next OPR (figure 3.2).
3. Includes SUPT, SUNT, UST, and other entry-level courses, such as Aircraft Maintenance Officer Course. Officials at MAJCOM HQs and HQ USAF responsible for the course content/curriculum determine if the course is initial qualification.
4. AF Forms 475 on chaplain candidates are prepared and processed as prescribed by HQ ARPC/HC. HQ ARPC/DSMO will file chaplain AF Forms 475 in the selection folder, retroactive to 1 August 1988, if practical.
5. This is generally training designed to upgrade or enhance an officer's qualification in a utilization field. Includes initial qualification in a weapon system for officers qualified in that utilization field. For example, a pilot who is going through initial F-15 training would be evaluated under this rule.
6. Prepare an LOE (mandatory). The LOE is for evaluator use only and does not become a permanent part of the record.
7. **EXCEPTION:** SOS graduates will receive AF Form 475 regardless of course length.
8. The OCSRg is not maintained on lieutenants or non-promotion eligible captains.
9. Do not accomplish Training Reports on Bootstrap personnel in TDY status unless course length is 26 weeks or more.

Chapter 6

AF FORM 77, SUPPLEMENTAL EVALUATION SHEET

6.1. Purpose. Used by raters to substitute for a missing evaluation report, cover gaps in performance records, provide continuation sheets for referral reports, provide for comments in Air Force Advisor Examinations and Acquisition Examinations, write Letters of Evaluation (LOE), and other purposes directed by HQ USAF.

6.2. Missing Reports. When using the form as a substitute for a missing report, complete the name, SSN, and grade blocks in section I, along with the supplemental sheet and "From/Thru" blocks in section II. In section III, enter the following statement "Not rated for the above period. Report is not available for administrative reasons."

6.3. Voids in Records. AFI 36-2608 describes using the form to cover voids in performance records.

6.4. Continuation Sheets for Referral Reports. See paragraph 3.7.

6.5. Air Force Advisor Examination. See paragraph 3.8.

6.6. Acquisition Examination. See paragraph 3.9.

6.7. Letter of Evaluation (LOE). (Except for general officers/selectees; see paragraph 9.2.2). LOEs cover periods of ratee performance too short to require an OPR, or periods of time when the ratee is under other than the designated rater. In either case, LOEs are optional, except as authorized in table 5.1. The evaluator uses them to prepare the ratee's next OPR or TR, but does not attach them to it. Evaluators may paraphrase or quote information provided in LOEs. The following guidance applies to LOEs:

6.7.1. Who May Prepare:

6.7.1.1. Raters, when there is a rater change (CRO) and there are less than 120 days of supervision (rater sends the LOE to the ratee's orderly room).

6.7.1.2. Supervisors, other than the designated rater (e.g., a ratee's TDY supervisor, the supervisor of a ratee

performing internship under FLEP or ELP, and other officials in a position to observe ratee performance).

6.7.2. When To Prepare. LOEs can be very helpful when preparing OPRs or TRs. Therefore, evaluators may request LOEs when they would assist in completing evaluations. LOEs will cover the period from the first day of supervision (or the day following the close-out of the last OPR or TR, whichever is later) through the last day of supervision. Type LOEs in one copy.

6.7.3. Students Who Receive LOEs. For students designated as distinguished graduates who receive LOEs directed by table 5.1, enter the criteria for the award in section III. Also enter the reason for non-completion of a course, explanation for noncompletion and required comments in section III (see figure 5.1, note 6).

6.7.4. Processing:

6.7.4.1. The unit personnel office quality reviews LOEs, takes corrective action if appropriate, places LOEs in a suspense file, and provides LOEs to the individual's rater to assist in preparing OPRs and TRs when required.

6.7.4.2. LOEs closing during the period of the OPR will accompany the OPR through the rating chain to the reviewer. The reviewer will return the LOE to the ratee.

6.7.4.3. Process an LOE with referral comments immediately, as required by paragraph 6.7.5.

6.7.5. Referral Comments in LOEs:

6.7.5.1. If an LOE prepared by the rater would contain referral comments, the rater prepares an OPR instead. The reason for the report will be "Directed by HQ USAF." Unless HQ AFPC/DPPPEP waives the requirement, 60 calendar days of supervision are necessary.

6.7.5.2. Someone other than the officially designated rater who prepares an LOE with referral comments uses the procedures in paragraph 3.7. The ratee addresses his or her comments, if any, along with the LOE, to the his or her current rater. If the rater considers the referral comments serious enough to warrant permanent recording, the rater prepares an OPR, and the LOE becomes a referral document attached to the OPR. If the rater believes an OPR is inappropriate, he or she returns the LOE and any rebuttal comments to the ratee.

Figure 6.1. Instructions for Completing LOEs, AF Advisor and Acquisitions Examinations (AF Form 77).

A	B	C		
To Complete		INSTRUCTIONS		
Sec	Item	LOE	AF ADVISOR EXAM	ACQUISITIONS EXAM
I	1	Enter last name, first name, middle initial and Jr., Sr., III, etc. Use of NMI is optional. The name may be all upper case or a combination of upper and lower case.		
	2	Enter the SSN. Suffix is optional.		
	3	See notes 1, 2 and 3.		
	4	Enter the DAFSC held as of the Thru date of the report to include prefix and suffix.		
	5	Enter the approved duty title as of the Thru date of the report.		
II	A	Place an X in the Letter of Evaluation block.	Place an X in the Supplemental Sheet Block on AF Form 77, May 79. Place an X in the AF Adv. Rev. Block on the '82 form.	Place an X in the Supplemental Sheet Block on AF Form 77, May 79 or Aug 82.
	B	Mark all LOEs optional. Do not attach LOEs to OPRs or TRs for permanent filing. They are for evaluator use only. Place an "X" in the block that best describes the reason for the LOE.	Complete Items 1 and 2.	Complete Items 1, 2, and 4 (Mark "X" by "Other" in Item 4).
III		Limit comments to the space provided on the front of the form. See paragraph 1.4 for inappropriate comments. LOEs prepared IN ACCORDANCE WITH Table 5.1 may use headings.	Enter the heading "AF Advisor Examination" on AF Form 77, May 79; the heading is optional on the Aug 82 form. The Advisor must certify the report conforms to AF evaluation policies.	Enter the heading "Acquisition Examination" on AF Form 77, May 79 or Aug 82.
			The Advisor or Examiner: may provide clarification about the ratee's duty performance; explains any uncommon phrases or terms; may elaborate on types of functions ratee performs; limits comments to space on the front of the form.	
IV		Information will be as of the Thru date on the AF Form 77.		

NOTES:

1. Officers on Extended Active Duty (other than stat tour officers). Enter the AD grade in which serving on the closeout date. If the ratee has been "frocked," enter actual grade; not the grade he or she is wearing.
2. Non-EAD ANG and USAFR Officers. Enter grade in which serving and NONEAD. When an officer awaiting federal recognition of a unit vacancy promotion to a higher grade is due a report, show the officer's federally recognized grade as of the closeout date of the report, not the projected grade.
3. Statutory Tour program officers on EAD under Title 10, U.S.C. 10211, 10305, 12310, 12402 or Title 32, U.S.C. 708 (Property and Fiscal Officers). Enter grade in which serving and "Stat Tour".

Chapter 7

GENERAL ADMINISTRATIVE PRACTICES

7.1. Special Instructions for Evaluation Reports:

7.1.1. Hand-write the PFW.

7.1.2. Hand-write or type LOEs. Type all other evaluation reports, preferably using the electronic version of the form. If a computerized form or typewriter is unavailable, the evaluator prints or legibly writes the LOE. If no typewriter is available, the evaluator prints or legibly writes. Use black or dark blue reproducible ink.

7.1.3. Hand mark all ratings on all evaluation reports.

7.1.4. Use standard six lines per inch and 10 or 12 pitch (for electronic forms, use 12 point size), if available. Do not crowd comments on the form.

7.1.5. Have the evaluator initial corrections or erasures that change sentence meaning. Do not use correction tape.

7.1.6. Redo reports containing an excessive number of erasures or any correction to ratings.

7.1.7. Do not underline, capitalize, use bold print, punctuation, or headings (except on LOEs), merely to emphasize the comments, except as required to identify proper names, titles of publications, and so on. Evaluators may use indentation or paragraphing and bullet statements on all reports. Use bullet statements on section IV of the AF Form 707A/B, and the AF Form 709.

7.1.8. Evaluation reports must be formatted head-to-foot.

7.1.9. Avoid nicknames, code names, and acronyms. If such terms are used, provide an explanation, including a description of the part the officer played in the exercise or project.

7.2. Security Classification. Reports, attachments to reports, referral letters, or indorsements to referral letters will not contain classified information. If an entry would result in the release of classified information, use the word "Classified" in place of that entry. The PAS (personnel accounting symbol) code alone is unclassified and always entered. In those cases where the evaluator is with a classified organization or location, enter instead the word "Classified" and the evaluator's PAS code.

7.3. Access to Reports. Reports are For Official Use Only. They are subject to the provisions of AFI 37-131, *AF Freedom of Information Act Program* and AFI 37-132, *AF Privacy Act Program* and may be read only by persons properly concerned. The office with custodial responsibility is responsible for determining if a person's official duties require access. Only the rater and ratee will review PFWs, except as outlined in chapter 2.

7.4. Examining Evaluation Reports:

7.4.1. Air Force advisors and acquisition examiners may examine OPRs.

7.4.2. The offices in paragraph 1.5 may examine reports.

7.4.3. Evaluators are in the best position to observe the ratee's performance; the examining activities are in the best position to ensure compliance with Air Force-wide standards.

7.5. Disposition of Reports. See AFMAN 37-139 and AFI 36-2608.

7.6. Showing Reports to the Ratee:

7.6.1. Unless it is a referral report, do not show the ratee the prepared OPR or TRs until the MPF files the report in the UPRG.

7.6.2. Senior raters are responsible for providing officers a copy of the PRF (see chapter 4).

7.6.3. Rater may show an officer AF Forms 77.

7.7. Missing and Removed Officer Performance Reports:

7.7.1. Tracing Missing Reports. The officer command selection record (OCSR) custodian, the ARPC commander, or offices as prescribed by the commander concerned start tracer action. The OCSR custodian advises the custodian of the MPerRGp of all tracer actions. If tracer action is unsuccessful and 18 months have elapsed since the closeout date of the missing report, the OCSR custodian prepares AF Form 77 according to chapter 6, inserts a copy in the OCSR, and sends copies for the MPerRGp and UPRG.

7.7.2. Reports Removed From Records Under AFI 36-2603, Board for Correction of Military Records or 36-2401, Correcting Officer and Enlisted Evaluation Reports. Prepare an AF Form 77 and distribute according to AFI 36-2401, unless the board directs otherwise.

7.7.3. Late Reports. Do not submit a report intended to cover an unrated period of an officer's service if the time elapsed since the end of the report period is greater than 18 months. If the OCSR custodian finds an unrated period and there are later reports on file and 18 months have elapsed since the end of the previous reporting period, prepare an AF Form 77, as required in chapter 6, and distribute to the offices of record for file.

7.7.4. Administrative Examination for Appropriateness of Report. If you believe a report should not be filed in an individual's record, send it to the appropriate authority listed below for examination:

7.7.4.1. If the ratee is on EAD, the officer's MAJCOM/DP or HQ AFPC/DPPPEB examines the report.

7.7.4.2. If the ratee is an ANG officer not on EAD, the State Adjutant General and HQ ARPC/DSMO examine the report.

7.7.4.3. If the ratee is a non-EAD USAFR officer and assigned to an AF Reserve category A or B unit, HQ ARPC/DSMO examines the report.

7.7.4.4. If the ratee is a non-EAD USAFR officer and assigned to a MAJCOM individual mobilization augmentee (IMA) position, the MAJCOM of assignment and ARPC/DSMO examine the report.

7.7.4.5. HQ ARPC/DSMO or DPMQE conducts this examination if the ratee is a USAFR officer other than above and serviced by HQ ARPC/DPMQE.

7.8. Documenting Voids in Performance Records. See AFI 36-2608 and paragraph 6.3 of this instruction.

7.9. Reproducing Reports:

7.9.1. Do not reproduce or make copies of a report except:

7.9.1.1. For official actions such as courts-martial, elimination, release, appeal, and appropriate assignment actions by AFPC or AFDPO assignment officers. Do not furnish copies of reports without cost to the individual, other than those being appealed or as provided for in AFI 37-132.

7.9.1.2. On written authority of AFDPO for officers on EAD in the grade of colonel; HQ AFPC/DPPBR3, for officers on EAD in the grades of lieutenant colonel and below; or the HQ ARPC/DSMO for ANG or USAFR officers not on EAD.

7.9.1.3. As authorized by AFI 37-132, when requested by the ratee or his or her designated legal representative.

7.9.1.4. As required by table 7.3, note 1, or to provide copies for file in the UPRG, OCSR, or Adjutant General record file.

7.9.1.5. To replace missing or lost documents in the MPerRGp. Ensure copies approximate the quality of an original document, are suitable for microfilming, the same size as the printed document (image size may vary plus or minus 3 percent) and certified as a true copy. Make copies head-to-foot. Both sides of reports copied under this provision will contain the following annotation in the left margin: Certified True Copy, and the grade, name, signature, duty title, unit of the certifying official, and the date signed.

7.9.2. Do not make copies for purposes other than those noted above without the approval of the ratee's MAJCOM.

7.10. Offices of Record:

7.10.1. Offices of record for OPRs, PRFs, and TRs are as follows:

7.10.1.1. For reports submitted on EAD officers, see table 7.1.

7.10.1.2. For reports submitted on non-EAD ANG officers, see table 7.2.

7.10.1.3. For reports submitted on non-EAD USAFR, see table 7.3.

7.10.2. Offices of record for AF Form 475, see chapter 5.

7.11. Attachments to Reports. Attach to reports only referral material and indorsement letters accepted for file under AFI 36-2603 or 36-2401 and some AF Forms 77, as noted in this instruction.

7.12. Appealing Reports and Requesting Changes After Reports Have Become a Matter of Record. Prescribed in AFI 36-2603 or 36-2401. The results of performance feedback sessions are not subject to appeal.

7.13. Corrections Before the Report Becomes a Matter of Record:

7.13.1. Until filed in the OSR, the report is a working copy and not a matter of record.

7.13.2. When correcting an error prior to the report becoming a matter of record, and one or more of the evaluators are unavailable to sign the reaccomplished report, an Air Force personnel officer (preferably in the grade of major or above) or the reviewer may certify the authenticity of the comments of the missing evaluator.

7.13.2.1. To do this, copy the evaluator's comments and ratings verbatim, and place the following statement in the block where the missing evaluator would have signed: "Certified True Copy." Enter in the left margin the grade, name, signature, duty title, unit of the certifying official, and the date signed.

7.13.3. An officer may not appeal a report under AFI 36-2603 or 36-2401 before it becomes a matter of record.

7.14. Correction of Promotion Recommendation Forms (PRF). As with an OPR, until a PRF is filed in the OSR, the PRF is a work copy and is not a matter of record. If the PRF has not been filed in the OSR, senior raters have the flexibility to change PRFs. Since all PRFs must be reviewed by an evaluation board, a PRF changed after the evaluation board must again go through the evaluation board process. Minor errors, to include administrative errors in the identification blocks of the PRF and inappropriate recommendations, i.e., a recommendation for RegAF augmentation when the officer is already Regular may be corrected without going through the evaluation board process. PRFs may not be appealed before they become a matter of record.

Table 7.1. Office of Record and Number of Copies Required For OPRs Prepared on Officers on EAD.				
R U L E	A	B	C	D
	If the ratee is	and document to be filed is	then number of copies required is	and office of record is
1	Colonel (except brig gen select) or lieutenant colonel selected for promotion to colonel	original	two (see note 1)	HQ AFDPO (see notes 2 and 3).
2		copy		headquarters having custodial responsibility of the officer's OCSRG (see note 3).
3	officer not covered under rules 1 and 2	original	three (see notes 1 and 4)	HQ AFPC/DPPBR3 (see note 3).
4		copy		headquarters having custodial responsibility of the officer's OCSRG (see notes 1, 3, and 5).
5				UPRG.

NOTES:

1. For ANG statutory tour (Title 10, U.S.C. 265, 678, 8021, 8496, or title 32, U.S.C. 708) officers, the MPF sends an additional copy, with appropriate attachments, to ANGRC/SM. For USAFR statutory tour officers, the MPF sends an additional copy, with appropriate attachments, to HQ USAF/REPS.
2. Copies of attachments to report, that is AF Forms 77, referral letters, or responses to referral letters, are not mandatory for the third copy.
3. Send OPRs for officers assigned to Air Force Elements (AFELM) command code 3V to 11 WG/DPJ for processing; this office will make distribution.
4. For judge advocate officers (AFSC 51JX), the MPF sends an additional copy, with appropriate attachments to, HQ USAF/JAX.
5. The OCSRG is not maintained on lieutenants or non-promotion eligible captains.

Table 7.2. Office of Record and Number of Copies Required For OPRs Prepared on ANG Officers Not on EAD.				
R U L E	A	B	C	D
	If the ratee is	and document to be filled is	then the number of copies required is	and the office of record is
1	Colonel (including brigadier general select) thru lieutenant and warrant officer	original	four	HQ ARPC/DSMO for qualitative review and inclusion in MPerRGp.
2				State AG for file in officer Command Selection Record Group.
3				State AG for file in State AG Records file.
4				MPF for file in the UPRG (see notes 1 and 2).

NOTES:

1. The servicing MPF retains the UPRG copy for lieutenant colonels and below.
2. Not required for colonels.

Table 7.3. Office of Record and Number of Copies Required For OPRs Prepared on USAFR Officers Not on EAD.			
R U L E	A	B	C
	If document to be filed is	the number of copies required is	and the office of record is
	1 original	three (see note 1)	HQ ARPC/DSMO.
	2 copy		MAJCOM of assignment having custodial responsibility of the OCSRG.
3	UPRG (see note 2).		

NOTES:

1. For those officers on whom an OCSR is not maintained (AFI 36-2608, table 1.2), only two copies are required; forward the original to HQ ARPC/DSMO and the duplicate to the UPRG.
2. Not required for colonels.

Chapter 8

CONTINGENCY AND WARTIME PROVISIONS

8.1. Purpose. Documenting officer performance and potential continues during wartime as in peacetime with some exceptions which are covered in this chapter. Unless stated otherwise, the provisions of chapter 3 continue to apply. The following changes apply to emergencies, and only when HQ AFPC/DPPPEB, HQ AFPC/PRC, HQ USAF CSS/MPRC direct, or when one of these agencies specifically delegate to the MAJCOM.

8.2. General Guidance. HQ AFPC/DPPPEB will announce promotion recommendation procedures (see chapter 4). The major command operating in contingency or war zone areas determines whether to restrict provisions for the other forms to certain theaters or organizations and whether to implement them in part, totally, or incrementally. They may make AF Forms 724 optional. Commands may implement the provisions outlined below.

8.3. When To Submit AF Forms 707A and 707B (Affects or changes the requirements of chapter 3):

8.3.1. Reports due prior to deployment:

8.3.1.1. Raters will submit OPRs due as of the date ratees deployed to a contingency or war zone. Deployment does not change the requirement to prepare annual OPRs.

8.3.1.2. Change of reporting official (CRO) (both ratee/rater) reports resulting from deployment to a contingency or war zone are waived, provided the ratee has received a report within 180 calendar days of the deployment date and provided the ratee's performance is not of a referral nature.

8.3.2. Reports rendered following deployment:

8.3.2.1. Officers in grades lieutenant through colonel will be due OPRs when 1 year has passed since the closeout date of the last report where the period of supervision has been at least 120 calendar days.

8.3.2.2. ANG and USAFR officers ordered to EAD under Title 10, U.S.C., Section 12304 (200K call up), or 12302 continue to receive OPRs according to tables 3.2 and 3.3. Officers ordered to EAD under Title 10, U.S.C., Section 12301 (war or national emergency), receive evaluation reports under the active duty list provisions in this instruction.

8.4. Evaluator Requirements and Procedures:

8.4.1. Rater. Those in grades of colonel or colonel equivalent and above may serve as both rater and reviewer (see chapter 3) for officers they rate (lieutenant colonel and below), unless the evaluator refers the OPR.

8.4.2. Additional Rater. Officers who meet the grade requirements of paragraph 8.4.3 may serve as both additional rater and reviewer (see chapter 3) for officers in grades indicated.

8.4.3. Minimum Grade Requirements for Reviewers:

Ratee Grade	Reviewer Grade (or equivalent)
Lieutenant	Major
Captain	Lieutenant Colonel
Major or Lieutenant Colonel	Colonel
Colonel	General Officer

8.4.4. Narrative and/or bullet comments are mandatory when there is significant disagreement with the previous evaluator. Evaluators must make specific comments to justify referral ratings.

8.5. Referral Report Procedures. Use referral procedures in chapter 3, with the following exception: Ratee comments on the referral report must reach the next evaluator not later than 30 calendar days after receipt of the referral letter. Type, legibly hand write, or print

referral correspondence in black or dark blue ink, using paragraph 3.7 as a guide.

8.6. Identifying Reports. Type, stamp, or hand write COMBATANT REPORT on OPRs, on the front side in the top margin of the form and on the reverse side in the top margin preceding section VI; on LOEs, in the margin at the bottom of the form.

8.7. Routing Reports. Route reports according to chapter 3. Distribute reports per tables 7.1, 7.2, and 7.3 except:

8.7.1. OPRs are due to the servicing MPF or personnel activity 60 days after closeout, and to the office of record 120 days after closeout.

8.7.2. Forward reports directed under table 3.1, rule 4, for selection board use, to arrive at HQ AFPC/DPPBR3 by the suspense date provided in the directing letter.

8.7.3. Forward all reports in a sealed envelope clearly marked, OPR DATA - TO BE OPENED BY ADDRESSEE ONLY.

8.7.4. Alternate routing procedures. Some crisis conditions may result in temporary changes to routing procedures. If this occurs, units will receive specific instructions.

8.8. Quality Control Review. Quality control of the appearance of OPRs may relax substantially, but the content and data contained must be accurate.

8.9. Interruption or Loss of Automated Data Processing (ADP) Support. See AFMAN 36-2622, volume 1.

Chapter 9

GENERAL OFFICER EVALUATIONS

9.1. What This Chapter Covers. This chapter covers procedures for completing general officer evaluations (AF Form 78). It applies to all ADL and Reserve of the AF Brigadier Generals and Major Generals (and selectees to those grades), except State adjutants general.

9.2. Forms Used:

9.2.1. Use AF Form 78, **AF General Officer Promotion Recommendation**, to document performance on all Brigadier General selectees and Brigadier Generals not promotion-eligible (section 15 will not be completed). In addition, use the form to document performance and a promotion recommendation on all promotion-eligible Brigadier Generals, Major General selectees, and Major Generals (see figure 9.1).

9.2.2. Use AF Form 77, to document performance and potential, and to provide that information to the ML. It is also used to document performance of general officers (GO)/selectees who are serving in a TDY status for 60 or more days (see figure 9.2).

9.3. Reasons for Reports:

9.3.1. Annual Reports. Brigadier General and Brigadier General selectee reports closeout 31 July; Major General and Major General selectee reports closeout 30 June. **EXCEPTIONS:** CRO and directed by HQ USAF reports.

9.3.2. CRO Reports. In the event a CRO occurs, and there is at least 90 days of supervision, a CRO report is mandatory.

9.3.3. Directed by HQ USAF Reports. AFGOMO may direct GO reports at any time, regardless of the days of supervision.

9.3.4. Selected for Brigadier General. These reports cover the period between a Brigadier General selectee's final OPR as a colonel and the selectee's first evaluation

as a general officer. See paragraph 9.4.8 for further details.

9.4. General Instructions.

9.4.1. Who Receives Reports. Brigadier and Major Generals, and selectees to those grades, will receive at least one AF Form 78 per year. Close out the last colonel OPR prepared prior to an officer's promotion to Brigadier General no later than 1 day prior to the public announcement date of the officer's selection to Brigadier General. Unless directed by AFGOMO, do not open a GO evaluation or promotion recommendation prior to the public announcement of an officer's selection for brigadier general.

9.4.2. General Officers Nominated for Lieutenant General. Once a GO is nominated for appointment to Lieutenant General, completion of the report is optional. Remove the GO from the ML control group.

9.4.3. General Officers Who Have Applied for Retirement. Once AFGOMO publicly announces a GO's retirement, completion of the report is optional. Remove the GO from the ML control group:

9.4.3.1. Write a report if a GO withdraws his or her retirement. The report will close-out on the appropriate current cycle OER close-out date.

9.4.3.2. Only make a promotion recommendation on AF Form 78, block 15, if the promotion-eligible officer withdraws his or her retirement within 90 days prior to the annual cycle closeout date.

9.4.4. Officers with Dual Responsibilities in Separate MLs. The ratee's ML of administrative assignment controls the promotion recommendation (or evaluation) of officers with dual responsibilities in separate MLs. However, any of the ratee's supervisors may submit appropriate communications to the ML for consideration:

9.4.4.1. Use the ratee's duty effective date and the annual cycle closeout date to determine the ML of administrative assignment.

9.4.4.2. Any member of the ratee's rating chain (in either ML) may submit appropriate communications to the indorsing official for consideration.

9.4.5. Officers Removed for Cause. Document the reason an officer was removed from duty for cause in the appropriate annual or CRO report. Contact AFGOMO if you have less than 90 days supervision as the individual's rater.

9.4.6. Officers Reassigned to a New ML during the Evaluation Process (Includes Command Redesignations). If an officer is reassigned to a new ML within 60 days before or after the annual cycle closeout date, either the gaining or losing ML completes block 16 on the AF Form 78. Both MLs must agree on which ML will function as the indorsing official. The HQ USAF DCS, Personnel, must concur with the decision. Use the following procedures when the above provisions have been met. If a CRO occurs within the period 60 to 90 days before the annual cycle closes out, and the ratee changes MLs during this period, the losing ML completes the CRO report (do not complete block 15). The gaining ML completes a "Directed by HQ USAF" annual report:

9.4.6.1. If the ratee worked directly for the losing ML (no intermediate supervisor), the losing ML prepares the rater portion of the AF Form 78 (through block 14) and forwards it to the gaining ML for completion, to include the final indorsement or promotion recommendation.

9.4.6.2. If the ratee did not work directly for the losing ML, the losing rater completes the rater portion of the AF Form 78 (through block 14) and forwards it to the losing ML. The losing ML completes a mandatory AF Form 77, attaches it to the AF Form 78, and forwards both forms to the gaining ML for completion, to include the final indorsement or promotion recommendation.

9.4.7. Officers Reassigned within the Current ML during the Evaluation Process. If an officer moves within 90 days of the appropriate annual cycle closeout date, and the officer's ML does not change, the rater completes a CRO report (minimum 90 days supervision). This report will serve in place of the annual report. Provide the report to the ML for completion of blocks 15 through 19 (on promotion-eligible officers) or blocks 16 through 19 (officers not promotion-eligible). The ML will complete the report upon the annual cycle closeout date, along with other annual reports on officers in the same control group. If a CRO occurs within the period 60 to 90 days before the annual cycle closes out, and the ratee does not change MLs during this period (e.g., rater departs PCS or ratee changes jobs within ML) the rater completes a CRO report and the ML holds the report until the end of the annual cycle. The CRO report will serve as the annual report.

9.4.8. Officers Selected for Brigadier General:

9.4.8.1. When an officer's selection for promotion to Brigadier General is publicly announced, prepare an AF

Form 707A, Field Grade OPR. Open the OPR on the day following the closeout date of the officer's previous OPR; closeout the OPR on the day prior to the public announcement date. No minimum period of supervision is required.

9.4.8.2. Section I, Block 3 (Grade) will reflect "colonel"; Block 7 (Reason for Report) will reflect "Sel for Brigadier General". Section IV (Impact on Mission Accomplishment) and all comment blocks used on the reverse of the form must be handwritten in dark blue or black ink. In Section VIII (Reviewer), type or Hand-write "Rater (or Additional Rater, as appropriate) is also the Reviewer." Forward reports within 30 days of the closeout to: AFGOMO for EAD officers; NGB-GO/AF for ANG officers; and HQ USAF/REPS for Reserve officers.

9.4.9. Acquisition Examiner Program. Instructions in paragraph 3.9 of this AFI apply; however, the statement required by paragraph 3.9.3 will be typed on the reverse of the AF Form 78 (military flip).

9.5. Processing and Mailing General Officer Evaluations. Mark envelopes containing GO evaluations with "To Be Opened By Addressee Only -- Contains General Officer Evaluation Reports:"

9.5.1. EAD Officers Assigned to an Air Force Activity. In activities with a Director of Personnel (DP) function (e.g., MAJCOMs), the DP ensures evaluators complete all reports correctly and forwards them to AFGOMO within 30 days of the report closeout date.

9.5.2. EAD Officers Assigned to Air Force Secretariat, Air Staff, or Non-AF Activities. For activities not serviced by an Air Force DP, AFGOMO prepares forms for appropriate raters, reviewing officials, and MLs approximately 30 days prior to the report closeout date.

9.5.3. Air Force Reserve General Officers. Send reports to HQ USAF/REPS (address at attachment 1, Section D) within 30 days of the report closeout date.

9.5.4. ANGUS General Officers. Send reports on ANG general officers to NGB-GO/AF within 30 days of the report close-out date to 3500 Fetchet Ave., Andrews AFB MD 20331-5157.

9.5.5. When a Report Becomes A Matter of Record. Once the CSAF reviews the report, and AFGOMO accepts the report for file, the report becomes a matter of record.

9.5.6. Release of Reports to Ratees by Reporting, Reviewing, and Indorsing Officials. The ML must provide a copy of the completed report to the ratee. The rater, reviewing official, or ML (at the discretion of the ML) must discuss its contents with the ratee. Ratees may request copies of reports from AFGOMO. Advise ratees the report is not an official part of the record until reviewed by CSAF and it becomes a matter of record.

9.5.7. AFGOMO maintains all EAD reports and indorsements with closeout dates on or after 1 February 1991.

NOTE: AF Forms 71, 77, and 78 closed out on or before 31 January 1991 remain "closed" and are not available for

review. They were rendered under an expressed promise of confidentiality and are exempt from release under the Freedom of Information Act (FOIA).

9.5.8. AFIs 37-138 and 36-2608 govern the management and disposition of all reports.

Figure 9.1. Instructions for Completing AF Form 78.

A	B
Block	Instructions
1-2	Self-explanatory.
3	Enter the appropriate grade, and include the status if the ratee is a selectee or is frocked. For example, if the member is a Major General selectee, enter "Major General (Sel)."
5-8	Self-explanatory.
9	Open a Brigadier General's initial general officer evaluation report on the day AFGOMO announces the appropriate promotion selection list (see also paragraph 9.4.8). Subsequent general officer reports will open the day following the close-out date of the previous report. All Brigadier General reports (includes Brigadier General selectees and those frocked to Brigadier General) will close out 31 July unless a CRO or directed by HQ USAF report is necessary. All Major General reports (includes Major General selectees and those frocked to Major General) will close out on 30 June unless a CRO or directed by HQ USAF report is necessary.
10	The rating official will mark the appropriate performance rating using black or dark blue ink.
11	Hand write comments in black or dark blue ink. Limit comments to space provided. Include comments concerning the ratee's personal and professional characteristics with emphasis on the ratee's potential to assume a higher grade or increased responsibilities. As supporting rationale, identify specific jobs where he/she could be used in a higher grade. If not being recommended for promotion, but is being recommended for further service in his/her current grade, identify options for future use. If an officer is the subject of a substantiated allegation, complaint, or investigation, or if the officer was removed from duty for cause, use this section to address issue. Do not consider or comment on marital status or the employment, educational activities, or volunteer service activities of his/her spouse. As applicable, include comments on achievements in implementing the recommendations of the Secretary of Defense's Report to the President on Defense Management of July 1989.
12	Major General selectees may, once AFGOMO announces their promotion, sign the AF Form 78 as a selectee. Signature blocks should indicate "Major General (Sel)" or "Major General (Frocked)."
13-14	Self-explanatory.
15	Complete this block only if the officer is eligible for promotion as defined in AFI 36-2501 and the evaluation serves as the annual report as defined in paragraphs 9.3 and 9.4 of this AFI; otherwise enter N/A in each box of block 15. Officers are ranked by grade and competitive category. For officers receiving a "Promote Now" recommendation, show their ranking among all who receive "Promote Now" in the ML control group and the total number of promotion eligibles within the control group. For example, if the control group has 10 promotion eligible officers, and 2 of those have "Promote Now" recommendations, they would be ranked "1 of 10" and "2 of 10." If a ratee does not receive a "Promote Now" recommendation, do not assign a numerical ranking. The Major General control groups contain all Major Generals, including selectees and those serving in a frocked status. Any of these may receive a "Promote Now" recommendation. Use "Promote in the Future" and "No Recommendation" blocks to leave open the possibility for future consideration. Reserve the "Promote in the Future" recommendation for "stronger" officers. Only use the "Retain in Grade" block if the officer should not be promoted in the future under any circumstances. Use the "Retirement" block if ratee has applied for retirement.
16	See instructions for block 11 (this figure). If the rater is also the ML, use block 11 to enter comments and type "The rater is also the indorsing official" in block 16.
17-19	Self-explanatory.

Figure 9.2. Instructions for Completing AF Form 77 for General Officers.

A	B	C
To Complete		
Sec	Block	Instructions
I	1	Self-explanatory.
	2	Self-explanatory.
	3	Enter the appropriate grade, and include the status if the ratee is a selectee or is frocked. For example, if the member is a Brigadier General selectee, enter "Brigadier General (Sel)."
	4	Enter "90G0."
	5	Self-explanatory.
IIA		Mark box entitled, "Supplemental Sheet." If the report is being rendered by a TDY rating official as a result of the ratee's TDY of 90 days or more, mark the box entitled "Letter of Evaluation."
IIB	1 and 2	Enter the dates as they appear on the AF Form 78. If the report is being rendered by a TDY rating official as a result of the ratee's TDY of 90 days or more, enter the inclusive dates of the TDY.
	3	If the AF Form 77 will be attached to the AF Form 78, or is being rendered by a TDY rating official as a result of the ratee's TDY of 60 days or more, mark the box entitled, "Mandatory." All other AF Forms 77 are optional.
	4	If the AF Form 77 is being rendered by a TDY rating official as a result of the ratee's TDY of 60 days or more, mark the block entitled, "TDY 60 or more days supervision." For all others, mark the block entitled, "Other - Explain in Section III."
III		Hand write comments in black or dark blue ink. Limit comments to space provided. Include comments concerning his/her personal and professional characteristics with emphasis on potential to assume a higher grade or increased responsibilities. As supporting rationale, identify specific jobs where he/she could be used in a higher grade. If not being recommended for promotion, but is being recommended for further service in his/her current grade, identify options for future use. If an officer is the subject of a substantiated allegation, complaint, or investigation, or if the officer was removed from duty for cause, use this section to address issue. Do not consider or comment on the marital status or the employment, educational activities, or volunteer service activities of his/her spouse. As applicable, include comments on achievements in implementing the recommendations of the Secretary of Defense's Report to the President on Defense Management of July 1989.
IV	1	Maj Gen selectees may, once AFGOMO publicly announces promotion, sign the AF Form 77 as a selectee. Signature blocks must indicate "Major General (Sel)" or "Major General (Frocked)."
	2-4	Self-explanatory.

9.6. Forms Prescribed. AF 77, **Supplemental Evaluation Sheet**; AF 78, **AF General Officer Promotion Recommendation**; AF 475, **Education/Training Report**; AF 707A, **Field Grade Officer Performance Report**; AF 707B, **Company Grade Officer**

Performance Report; AF 709, **Promotion Recommendation**; AF 724, **Performance Feedback Worksheet**; and AF 777, **AF Reserve Promotion Recommendation**.

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DCS/Personnel

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS***Abbreviations and Acronyms***

ADL	Active Duty List
AFAA	AF Audit Agency
AFDW	AF District of Washington
AFI	AF Instruction
AFIT	AF Institute of Technology
AFM	AF Manual
AFPC	AF Personnel Center
AFOSH	AF Occupational Safety, Fire Prevention, and Health Program
AFPD	AF Policy Directive
AFR	AF Regulation
AFSC	AF Specialty Code
AG	Auditor General
ANG	Air National Guard
APZ	Above-the-promotion zone
ARPC	Air Reserve Personnel Center
AWOL	Absent-Without-Leave
BPZ	Below-the-promotion zone
BRIG GEN	Brigadier General
BSC	Biomedical Sciences Corps
CRO	Change of reporting official
CRPO	Consolidated Reserve Personnel Office
CSAF	Chief of Staff of the AF
CSB	Central Selection Board
CY	Calendar Year
DAF	Department of the AF
DC	Dental Corps
DG	Distinguished Graduate
DOD	Department of Defense
DQHB	Duty Qualification History Brief
EAD	Extended Active Duty
ELM	Element
ELP	Excess Leave Program
FLEP	Funded Legal Education Program
GO	General Officer
GAO	General Accounting Office
HBCU	Historically Black Colleges and Universities
HC	Chaplain Corps
IAW	In accordance with
IPZ	In-the-promotion zone
I/APZ	In-or-above-the-promotion zone
JA	Judge Advocate
JCS	Joint Chiefs of Staff
LAF	Line of the AF
LT GEN	Lieutenant General
LOE	Letter of Evaluation
MAJCOM	Major Air Command
MAJ GEN	Major General
MC	Medical Corps
MIA	Missing-in-Action
ML	Management Level
MLR	Management Level Review
MPerRGp	Master Personnel Record Group
MPF	Military Personnel Flight
MSC	Medical Service Corps

MWR	Morale Welfare and Recreation
NC	Nurse Corps
NGB	National Guard Bureau
NLT	Not-later-than
NMI	No middle initial
OCSRG	Officer Command Selection Record Group
OER	Officer Evaluation Report
OES	Officer Evaluation System
OPR	Officer Performance Report
OSR	Officer HQ USAF Selection Record Group
PAS	Personnel Accounting Symbol
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PDS	Personnel Data System
PFW	Performance Feedback Worksheet
PIF	Personal Information File
PME	Professional Military Education
PRF	Promotion Recommendation Form
POW	Prisoner of War
REGAF	Regular Air Force
RIP	Report on Individual Personnel
ROP	Record of Performance
SECAF	Secretary of the Air Force
SECDEF	Secretary of Defense
SERB	Selective Early Retirement Board
SOS	Squadron Officer School
SRID	Senior Rater Identification Code
SSB	Special Selection Board
SSN	Social Security Number
SUNT	Student Undergraduate Navigator Training
TDY	Temporary Duty
TR	Training Report
UCMJ	Uniform Code of Military Justice
UIF	Unfavorable Information File
UPO	Unit Personnel Office
UPRG	Unit Personnel Record Group
USAF	United States Air Force
USAFR	United States Air Force Reserve
U.S.C.	United States Code
UST	Undergraduate Space Training
UTA	Unit Training Assembly

Terms

Acquisition Examiner--A person, either within the rating chain or appointed by the ML (minimum colonel/captain (USN) or civilian equivalent) serving in an acquisition position and in the same acquisition career field as the ratee who provides examination of evaluation reports for officers serving in certain acquisition positions (paragraph 3.9). The Acquisition Examiner examines OPRs for officers serving in certain acquisition positions to ensure the OPR reflects acquisition-related considerations.

Active Duty List (ADL)--Officers on active duty except (per Title 10, U.S.C. 641): Reserve or Guard officers on active duty for training, for administration of reserve components, to pursue special work, for the administration of the Selective Service System, and statutory tour officers; warrant officers; retired officers on active duty; students at the Uniformed Services University of the Health Sciences. For the purposes of this instruction, The Director of Admissions, Dean and permanent professors at the Air Force Academy are considered to be on the active duty list. The list is arranged by competitive category in the order of the seniority of the grade in which they are serving.

Additional Rater--The second official in the rating chain, after the rater, serving in a grade equal to or higher than the rater and in a grade higher than the ratee. A colonel may be the additional rater for a colonel. The additional rater for health profession officers (AFSC 4XXX) must be serving in a grade equal to or higher than the rater and ratee.

Advisor--An Air Force colonel or higher designated to provide a special review of evaluation reports in activities outside the DAF (paragraph 3.8). The Air Force Advisor advises non-DAF evaluators of Air Force rating policies and procedures and reviews OPRs and PRFs for compliance with the provisions of this instruction.

Aggregation--The process used when the number of eligible officers does not meet the minimum number required for the senior rater to award promotion recommendations (paragraph 4.6.10).

Air Force Level Student--Receives Training Reports and Narrative-Only PRF. The eligible officer's records meet the Air Force Student Review since Air Force Level Students do not have senior raters. Training is outside the officer's utilization field (paragraph 4.10).

Annual Cycle Closeout Date (applies to GOs)--Annual major general and Major general selectee reports closeout 30 Jun; annual brigadier general and brigadier general selectee reports closeout 31 July.

APZ--Above-the-promotion zone.

BPZ--Below-the-promotion zone.

Carry-over--For line officers, the difference between the "Definitely Promote" allocations (rounded up) based on the population of a ML, and the sum of "Definitely Promote" allocations authorized senior raters (rounded down) based on each senior rater's population (including those senior raters whose population is aggregated) (paragraph 4.6.9).

Civilian Equivalent (Officer Grades)--designations as determined by the ML based on responsibilities and location of the civilian position in the rating chain.

Company Grade--Officers in the grades of second lieutenant through captain.

CRO--Change of reporting official ("change in rater").

Days of Supervision--The number of calendar days during the period of report that the rater supervised the ratee (table 3.1).

"Definitely Promote" (lieutenant colonels and below)--Recommendation on AF Form 709 that says the strength of the ratee's performance and performance-based potential alone warrants promotion.

"Definitely Promote" (colonels only)--Recommendation on AF Form 709 which indicates an officer demonstrates the potential for immediate promotion.

"Do Not Promote This Board" (colonels and below)--Recommendation on AF Form 709 that says the ratee does not warrant promotion on the central selection board for which the PRF is being prepared.

"Duty Qualification History Brief"--A computer product used by senior raters in the Promotion Recommendation Process which includes such whole person factors as PME, advanced academic information, joint duty/acquisition corps data and award and decoration information.

Evaluation Report--A general reference to the Performance Feedback Worksheet (PFW, AF Form 724A and 724B), Officer Performance Report (OPR, AF Forms 707A and 707B), Promotion Recommendation Form (PRF, AF Form 709), Education/Training Report (TR, AF Form 475), Supplemental Evaluation Sheet (AF Form 77), and the general officer promotion recommendation (AF Form 78).

Evaluator--A general reference to any individual who signs an evaluation report in a rating capacity. An evaluator is an Air Force officer, an officer of another US or foreign Service, or civilian equivalent.

Field Grade--Officers in the grade of major through colonel.

Inappropriate Items--Items evaluators cannot consider or refer to in the evaluation process (paragraph 1.4).

IPZ--In-the-promotion zone.

Last Duty Day--The day before an individual's departure from his or her station for permanent change of station (PCS), retirement, separation, terminal leave, leave in conjunction with PCS or unit permanent change of assignment (PCA).

ML--DoD organizations (i.e., major command) where the senior official reports directly to the SecDef, SecAF, Chairman JCS, CSAF or State Adjutant General or Governor. Only the Chief of Staff of the Air Force may approve exceptions; however, the HQ USAF DCS, Personnel may exercise similar authority in cases involving the MLs of general officers. No individual can serve as the head of two separate MLs for the same board, unless the individual is serving in dual-hat capability. As used in this instruction, ML also refers to the personnel activity that supports the senior official.

ML Control Group (Applies to GOs)--The number of promotion eligible GOs assigned to a ML, subdivided by grade and competitive category.

ML Review (MLR)--A process used in the Promotion Recommendation phase of the Officer Evaluation System (chapter 4, section A).

ML Student--Receives TRs and normal PRFs. The eligible officer's records meet their respective ML evaluation board as a separate category. Training is within the eligible officer's utilization field.

Mandatory Comments--Comments evaluators must include in Officer Performance Reports and Education/Training Reports (paragraph 1.3).

Matter of Record--When an evaluation report is filed in the Officer HQ USAF Selection Record Group (OSR). Copies of reports filed in the unit (UPRG) and command record group (OCSRG) are work copies until the report becomes a matter of record.

MPerRGp--For officers, the Master Personnel Record Group is a file containing documents in paper or microfilm or both. The Officer HQ USAF Selection Record Group (OSR) is the repository for paper documents.

N-O PRF--Narrative Only Promotion Recommendation Form (paragraph 4.2.1).

Non-Line--As used in this regulation, non-Line is a collective general reference to legal officers (AFSC 51JX), chaplains (AFSC 52RX), and health profession officers (AFSC 4XXX).

OCSRG--Officer Command Selection Record Group.

OES--Officer Evaluation System.

Offices of Record--The offices which maintain (tables 7.1, 7.2, and 7.3) evaluation reports (original or copies).

OPR--Officer Performance Report (chapter 3).

OSR--Officer HQ USAF Selection Record Group.

P-Rate--The promotion rate which guarantees the minimum promotion rate for eligibles receiving a "Promote" recommendation.

PAS or PAS Code--Personnel Accounting Symbol.

Period of Report--The length of time covered by an evaluation report.

Period of Supervision--The period of time an officer is under the supervision of a rater.

PFW--Performance Feedback Worksheet (chapter 2).

PIF--Personnel Information File (chapter 3).

Promote (lieutenant colonels and below)--Recommendation on AF Form 709 that says the ratee is qualified for promotion and should compete at the central selection board on the basis of performance, performance-based potential, and broader considerations.

Promote (colonels only)--Recommendation of AF Form 709 which indicates an officer is making a valuable contribution to the mission and has potential for promotion.

PRF--Promotion Recommendation Form (chapter 4).

PRF Accounting Date--The date that determines the senior rater responsible for PRF preparation, and eligible officers are matched to their respective senior rater. For officers in grades lieutenant colonel and below, it is approximately 150 days prior to the selection board convening date. For colonels, it is 60 days prior to the selection board convening date.

PRF Allocation Date--The date, approximately 66 days before a selection board, when "Definitely Promote" allocations are final.

PRF Cutoff Date--The date, approximately 60 days prior to the selection board, when final PRF processing begins. PRFs cannot be completed prior to this date.

Ratee--The officer being rated.

Rater--The first official in the rating chain serving in a grade equal to or higher than the ratee. Do not consider date of rank.

Rating Chain--The succession of officials responsible for preparing evaluation reports. Evaluators other than the rater may be assigned after the OPR's closeout date.

Recommendation-Only PRF--(paragraph 4.2.2).

Record of Performance--Consists of the following AF Forms (when filed in the UPRG, OCSRG, and OSR): 707, Officer Effectiveness Reports (OER); 707A and 707B, Field Grade and Company Grade Officer Performance Report (OPR); 709, Promotion Recommendation Form (PRF); 475, Education/Training Report; 77, Supplemental Evaluation Sheet and Duty Qualification History Brief. Evaluators may also use LOEs filed in the unit personnel office.

Referral Report--An OPR or TR that contains comments or ratings, as defined in paragraphs 3.7 and 5.4, that require giving the ratee the opportunity to comment before the OPR or TR becomes a matter of record.

Relieved From Duty for Cause--For evaluation report purposes, this means that an individual was removed from a position due to either personal or professional shortcomings or misconduct that, in the supervisors' view, made the officer incapable of handling, or unsuitable for holding, the position. Further judicial, nonjudicial, or administrative actions do not have to fit this definition.

Reviewer--The third or final evaluator on an Officer Performance Report (paragraph 3.3.3). The reviewer on the OPR and senior rater on the PRF will occupy the same position.

Reviewing Official--Any intermediate-level supervisor above the rater, but below the ML.

Senior Rater--The evaluator who completes the Performance Recommendation Form (paragraph 4.4.1), and also serve as reviewers on the Officer Performance Report (OPR). Senior raters must be in a position to have personal knowledge or access to personal knowledge of the ratee's performance. They must also have the scope of responsibility and breadth of experience to assess performance and its significance as it relates to potential for promotion. The same senior rater normally evaluates all officers in an organization in a particular grade and promotion zone. For majors and below, the senior rater must be at least a colonel (or equivalent) serving as a wing commander or equivalent. For lieutenant colonels and colonels, the senior rater must be a general officer (or equivalent) and will be the first general officer in the rating chain (brigadier general

selectees serve as senior raters if they occupy a funded brigadier general position). HQ AFPC/DPPPEB must approve exceptions.

Significant Disagreement--The disagreement by an evaluator with the previous evaluator that results in one of the following: A change of any Performance Factor rating in section V; or any statement anywhere in an OPR that indicates obvious disagreement with the previous evaluator.

SRID--A Senior Rater Identification Code.

Statutory Tour Officer--An ANG or USAFR officer on voluntary EAD under Title 10, U.S.C., v 10211, 10305, 12310, 12402 or 32 U.S.C. 708 (Property and Fiscal Officers).

Single Senior Rater--The Single Senior rater is not the head of the ML, but is the only senior rater who has I/APZ and/or Non-line BPZ eligibles. The head of the ML reviews the Single Senior Rater's completed PRFs.

Sole Senior Rater--The Sole Senior Rater is the head of the ML and is the only senior rater who has I/APZ and/or Non-line BPZ eligibles. The Sole Senior Rater awards all PRF recommendations; however, an evaluation board reviews all PRF ratings.

TR--Education/Training Report (AF Form 475).

UPRG--Unit Personnel Record Group.

Whole Person Factors--Factors included in the whole person assessment include job performance; leadership; professional competence; breadth and depth of experience; job responsibility; academic and professional military education; and specific achievements.